

Apprenticeship Information for Employers



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The information contained in this Employer Pack is reproduced from the National Apprenticeship Service website. The original information can be found here [Hire an apprentice \(apprenticeships.gov.uk\)](https://www.apprenticeships.gov.uk).

Kickstart provides young people with relevant experience to help them enter the world of work. During the six months employers can identify new skills the young person needs to progress. Apprenticeships provide the route that enables those skills and behaviours to develop thus supporting both the young person and the business to grow.

What are the benefits of hiring an apprentice?

Apprenticeships are an exciting option for both apprentice and employer.

You can employ apprentices at different levels, from school leavers and university graduates, to people who want to further their careers or change career direction completely.

You can hire someone new or upskill an existing employee.

As an employer, you can get funding from the government to help pay for apprenticeship training.

The benefits for your business

Hiring an apprentice is a productive and effective way to grow talent and develop a motivated, skilled and qualified workforce.

- 86% of employers said apprenticeships helped them develop skills relevant to their organisation
- 78% of employers said apprenticeships helped them improve productivity
- 74% of employers said apprenticeships helped them improve the quality of their product or service

Other benefits of working with apprentices include:

- you can adapt their training according to the needs of your business
- they're motivated to learn new skills
- you can expand and upskill your workforce



“A real win-win for businesses, large and small.”

Annie Cook | NHS Career Development Coordinator

[Click here to view some real stories from employers.](#)

Apprenticeship Funding

You can get help from the government to pay for apprenticeship training

The amount you get depends on whether you pay the apprenticeship levy or not. You pay the levy if you're an employer with a pay bill over £3 million each year.

Funding an apprenticeship for levy payers

Using your apprenticeship levy

As an employer with a pay bill of more than £3 million, you're required to pay the apprenticeship levy. You can manage funds using the apprenticeship service and spend it on training and assessing your apprentices.

The government will apply a 10% top up to the funds you have in your account.

If you don't have enough funds, you just pay 5% of the outstanding balance and the government will pay the rest. This is up to the funding band maximum allocated to each specific apprenticeship.

For apprentices that started before 1 April 2019, you need to contribute 10%.

If you exceed the funding band maximum, you'll need to pay all the additional costs.

If you don't already have an account, find out how to set up an apprenticeship service account as an employer.

Transfer funds to another employer

If you have unused apprenticeship funds, you can transfer them to another employer using the apprenticeship service. This will support them to pay for apprenticeship training and assessment.

You can find employers who want to receive a transfer by:

- working with employers in your supply chain
- getting in touch with employers in your industry
- contacting an Apprenticeship Training Agency (ATA)
- working with regional partners
- use the [Greater Manchester Levy Matchmaking Service](#) - employers large and small can register on this website to transfer or receive funds from their apprenticeship digital accounts covering the training costs of a specified apprentice.

You can transfer a maximum of 25% of your levy funds.

Apprenticeship Funding

Funding an apprenticeship for non levy employers

How much it costs

As an employer that doesn't pay the apprenticeship levy, you pay just 5% towards the cost of training and assessing an apprentice.

The government will pay the rest up to the funding band maximum.

You'll pay the training provider directly and agree on a payment schedule.

If you employ fewer than 50 employees, the government will pay 100% of the apprenticeship training costs up to the funding band maximum for apprentices aged:

- 16 to 18
- 19 to 24 with an education, health and care plan provided by their local authority or has been in the care of their local authority

If you exceed the funding band maximum, you'll need to pay all the additional costs.

If your apprentice started before 1 April 2019, you pay 10% towards the cost of training and assessing your apprentice and the government pays the rest. This rate continues until your apprentice completes their training.

Receiving a transfer of levy funds

Employers who pay the apprenticeship levy can choose to transfer any unused funds to another employer, using the apprenticeship service.

This would help them to pay for apprenticeship training and assessment.

You can find employers who may want to transfer funds by:

- speaking to training providers
- working with employers in your supply chain
- getting in touch with employers in your industry
- working with regional partners
- use the [Greater Manchester Levy Matchmaking Service](#) - employers large and small can register on this website to transfer or receive funds from their apprenticeship digital accounts covering the training costs of a specified apprentice.

A levy-paying employer can transfer a maximum of 25% of their levy funds.

Apprenticeship Funding

Incentive payments for hiring a new apprentice

Employers can receive an additional payment of £1,000 if the apprentice starts an apprenticeship aged:

- 16 to 18
- 19 to 24 years old and has an education, health and care plan provided by their local authority or has been in the care of their local authority.

[Click here to find out more.](#)

Hire an apprentice who has been made redundant

You can also use the [new government service](#) to help you hire apprentices who have been made redundant.

Many of these apprentices may already have the skills and knowledge you need. Hiring a new apprentice in this way could mean you have a work-ready apprentice who can quickly add value to your business, shortening the time you'll see a return on your investment.

It also means you are supporting an apprentice to complete their training and achieve their apprenticeship.

If you hire an apprentice that has been made redundant, you can apply for incentive payments for hiring a new apprentice (as above).

How to choose the right apprenticeship training

There are hundreds of apprenticeships to choose from. They offer flexible, but structured training that meet your needs as an employer.

Apprenticeships are designed by groups of employers so they reflect the knowledge, skills and behaviours an apprentice needs for a specific occupation.

Apprentices can be a new or existing employee and they must:

- be 16 or over
- combine work with study to gain skills and knowledge in a specific job
- spend at least 20% of their working hours on 'off-the-job' training with your chosen training provider

What should I look for?

Apprenticeships are being developed and approved all the time, so you can choose the right apprenticeship training for your business.

When looking for an apprenticeship, make sure you:

- select the right training to suit your business
- think about the level and duration of the training
- discuss your expectations with the training provider
- don't accept training because it's the only apprenticeship available at the time.

Choosing a training provider

Once you've decided on the type of apprenticeship your business needs, you'll need to choose a training provider to train your apprentice.

[Find apprenticeship training](#) lets you search for:

- apprenticeship training by job role or keyword
- training providers

You can also do a postcode search for providers. Your training provider doesn't have to be located near you as many are national and can offer training at your workplace and online.

Find apprenticeship training shows you:

- the percentage of apprentices that have passed their apprenticeship with the training provider
- employer and learner satisfaction ratings
- strengths
- things to improve

How to choose the right apprenticeship training

Things to consider

Choosing a training provider that's right for your business is really important.

Consider things like:

- how well they communicate with you about the training
- what other employers say about them
- what apprentices say about them

Working with your training provider

Your training provider can provide you with as much help and support as you need when you take on an apprentice.

It's up to you how you work together. Just ask them any questions you have.

If you're still not sure, you can contact us.

Your training provider can help you:

- find the right training
- recruit and interview apprentices
- prepare your apprentice for the workplace
- make sure your apprentice is working in an appropriate environment
- make sure your apprentice is learning the relevant skills for your business

Greater Manchester Apprenticeship Search Function

GMLPN have recently developed an [Greater Manchester Apprenticeship Search Function](#). This tool enables young people, parents, guardians, teachers and advisors to search for apprenticeship standards that are delivered in Greater Manchester by GMLPN Members and it identifies the apprenticeship training providers who deliver those standards.

Skills for Growth SME - Greater Manchester

Skills for Growth - SME Support is a fully funded, tailored service to help up-skill your employees and improve productivity. Delivered by GC Business Growth Hub in partnership with the Greater Manchester Chamber of Commerce, the service is funded through the European Social Fund and commissioned by the Greater Manchester Combined Authority, to help your business grow through re-shaping, developing your talent and enhancing team performance. [Find out more here.](#)

How to choose the right apprenticeship training

Create an apprenticeship service account

You need to create an apprenticeship account to get funding to pay for apprenticeship training and assessment costs. Your account will allow you to:

- access and manage apprenticeship funding
- set up and approve apprentices
- advertise roles on the find an apprenticeship service
- approve training costs
- check payments to training providers
- give training providers permission to carry out some tasks on your behalf
- give feedback on apprenticeship training

Before you create an account, you will need:

- an email address
- permission to add PAYE schemes to the account
- permission to accept the employer agreement on behalf of your organisation
- You'll also need either the Government Gateway login for your organisation, or your accounts office reference number and employer PAYE scheme reference number.

[Click here to create an Apprenticeship Service Account.](#)

Hiring an apprentice

Apprenticeships help bring valuable skills into your business with the government's support. They're suitable for people at any level so you can hire someone new or upskill an existing employee.

Find apprenticeship training

First, you'll need to find apprenticeship training and choose a training provider (see previous section).

Advertise your apprenticeship

Next, you'll need to advertise your apprenticeship. You can do this using the recruit an apprentice service.

These opportunities will be advertised on [find an apprenticeship](#).

When advertising, be as clear as possible so candidates can quickly understand whether the apprenticeship is right for them.

You can manage the recruitment process or ask your training provider to manage it on your behalf.

An apprentice must:

- be 16 or over
- not already be in full-time education
- be living in England

There are other ways to find an apprentice to increase the diversity of your applicants. For example you could:

- hold open days
- arrange visits to schools, colleges and universities
- use social media
- participate in careers events, such as WorldSkills UK Live

Hiring an apprentice

Paying your apprentice

You're responsible for paying your apprentice for their normal working hours and any training they do as part of the apprenticeship.

You must pay them at least the National Minimum Wage rate depending on their age and the year of apprenticeship training they're in.

The rates from April 2021 are:

Apprentice	Under 19	19-20	21-24	25 and over
In 1st year of apprenticeship	£4.30	£4.30	£4.30	£4.30
Have completed first year of apprenticeship	£4.62	£6.56	£8.36	£8.91

[Click here to find out more information about National Minimum Wage.](#)

An apprenticeship commitment statement

You must also sign an apprenticeship commitment statement with your apprentice and the training provider.

This must include:

- the planned content and schedule for training
- what is expected and offered by the employer, the training organisation and the apprentice
- how to resolve queries or complaints

You can write your own or [download an apprenticeship commitment statement template.](#)

An apprenticeship agreement

You must sign an apprenticeship agreement with your apprentice.

This gives details of what you agree to do for the apprentice, including:

- how long you'll employ them for
- the training they'll receive
- their working conditions
- the qualifications they are working towards

You can write your own or download an [apprenticeship agreement template.](#)

Training your apprentice

During their apprenticeship, your apprentice will receive two different types of training. 'Off-the-job' training is delivered by a training provider during your apprentice's normal working hours.

This training will teach your apprentice the knowledge, skills and behaviours set out in the apprenticeship standard so they can achieve occupational competence.

'On-the-job' training will be delivered by you, as the employer. You'll need to give your apprentice training and supervision to help them perform the job you've hired them for.

Off-the-job training

Apprentices must spend at least 20% of their working hours completing off-the-job training.

It can be flexible and doesn't have to mean 1 day out of the workplace every week.

For example, training could take place:

- online
- at the apprentice's place of work
- at a college or university or with a training provider
- Or it could be a combination of these options.

The frequency can vary, for example:

- 1 day a week
- part of a working day
- blocks of time

For instance, some apprenticeships begin with a block of training to get the apprentice work-ready.

You can agree a suitable training schedule to suit the needs of your business with your training provider.

English and maths

Your apprentice may also need to study for maths and English qualifications as part of their apprenticeship.

You must allow your apprentice time to study for this within their normal working hours.

Studying for English and maths is not counted as part of the 20% minimum off-the-job training requirement.

End Point Assessment

End-point assessment (EPA) is an assessment of the knowledge, skills and behaviours that your apprentice has learned throughout an apprenticeship, which confirms that they are occupationally competent.

Assessments have been designed by employers in the sector and are conducted by independent bodies known as end-point assessment organisations (EPAOs).

You must select an EPAO as soon as possible at the beginning of the apprenticeship.

The apprentice will only get their apprenticeship certificate after they have passed all the elements of their EPA, including any required standards in English and maths.

Finding an end-point assessment organisation

You can find a suitable EPAO for your apprenticeship using the [register of end-point assessment organisations](#).

You should agree a price with the EPAO for the assessment and then your training provider must contract with them on your behalf within 3 months of the apprenticeship starting.

We expect that the cost of end-point assessment should not usually exceed 20% of the funding band maximum for the apprenticeship.

What does EPA involve?

Each apprenticeship includes an end-point assessment plan, which describes how the apprentice should be tested against appropriate criteria, using suitable methods. For example, your apprentice may need to complete:

- a practical assessment
- an interview
- a project
- written and/or multiple-choice tests
- a presentation

It is worth getting in touch with your EPAO early on in the apprenticeship to check what the assessment involves. This will give your apprentice plenty of time to prepare. For example, they may need to gather evidence to show how they've been working towards the core knowledge, skills and behaviours required.

Certification

When your apprentice successfully completes their apprenticeship and passes their EPA, they'll be awarded a certificate. The EPAO will request this certificate on your behalf.

For some apprenticeships, passing the EPA and completing the apprenticeship will also lead to professional recognition by an authorised body. This is outlined in the apprenticeship details on [find apprenticeship training](#).

Useful Links

- [Apprenticeship agreement template](#)
- [Apprenticeship commitment statement template](#)
- [Create an Apprenticeship Service Account](#)
- [Find an Apprenticeship](#)
- [Find an Apprenticeship Training](#)
- [GMLPN Apprenticeship Search Function](#)
- [Greater Manchester Levy Matchmaking Service](#)
- [Redundant Apprenticeship Service](#)
- [Register of end-point assessment organisations](#)
- [Skills for Growth SME - Greater Manchester](#)

