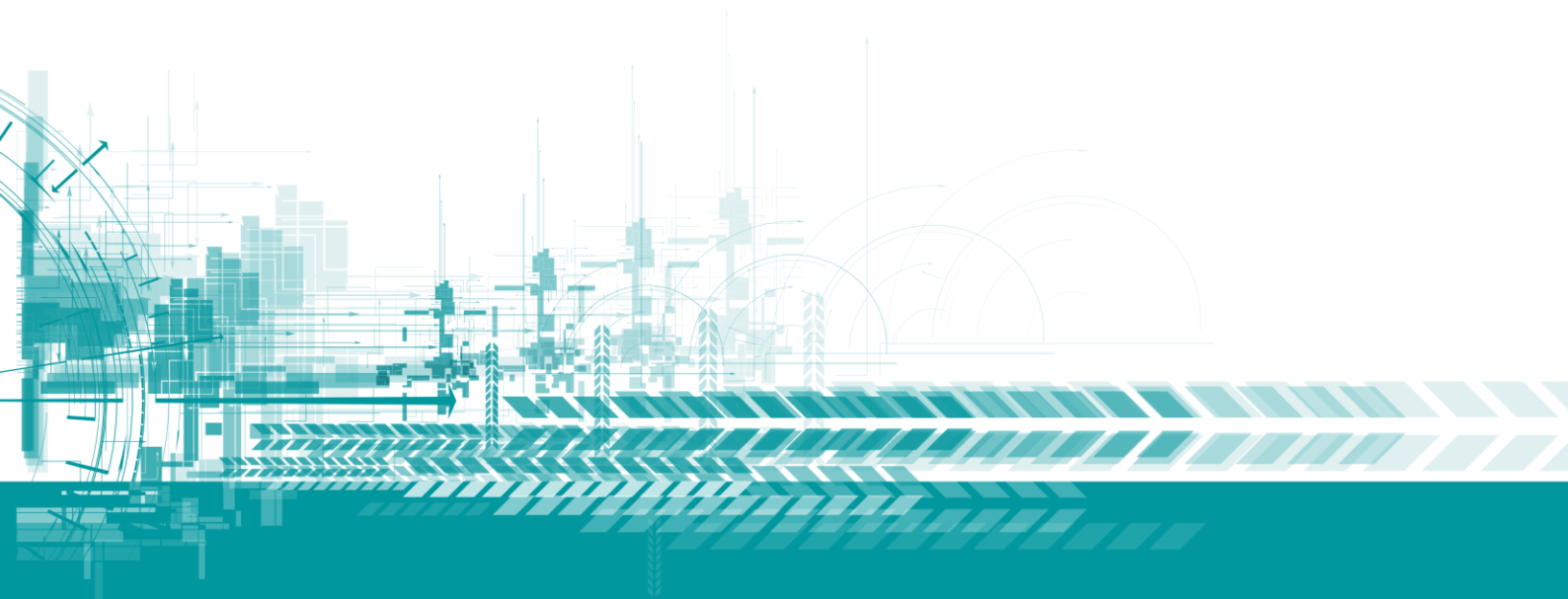


GROWING PEOPLE

A Quick Guide to Apprenticeships for Business

April 2018

V1.2



SEMLEP

South East Midlands
Local Enterprise Partnership

A Quick Guide to Apprenticeships for Business

What is an Apprenticeship?

- A genuine job with an integral skills development programme with independent competency assessment
- There are apprenticeships for accountancy through to zoo keeping
- A mix of learning in the workplace developing new skills in a real work environment and formal off-the-job training (minimum 20%) by a training provider, further education college or university, either on site or away from the working environment, during normal working hours
- Can be used for new recruits and up-skilling or re-skilling people in the existing workforce
- There are a range of levels for apprenticeships:

Level	Type	Equivalent to
2	Intermediate	5 GCSE passes
3	Advanced	2 A-level passes
4, 5, 6 & 7	Higher	Foundation degree and above
6 & 7	Degree	Bachelor's or master's degree

Benefits to Business

- 83% of businesses would recommend apprenticeships to others
- Employers report that productivity in the workplace has improved by 76% whilst 75% report that apprenticeships improve the quality of their product or service
- Increased employee satisfaction, reduced staff turnover and recruitment costs

Government Support for non-levy-paying employers (pay bill less than £3m a year)

- At least 90% of apprenticeship training/assessment costs will be paid for by the government
- Employers with less than 50 people will have 100% of the training and assessment costs covered when training a 16 to 18-year-old or 19 to 24-year-old who has previously been in care or who has a local authority education, health and care plan
- Employers are not required to pay National Insurance Contributions for apprentices under the age of 25 on earnings below the higher tax rate of £827 a week (£43,000 a year)
- £1,000 payment to both the employer and provider when they train a 16 to 18-year-old or a 19 to 24-year-old who has previously been in care or who has a local authority education, health and care plan
- For those requiring additional learning support, the training providers will be paid up to £150 a month to support the learners, plus additional costs based on evidenced need

Government Support for levy-paying employers (pay bill over £3m a year)

- If a business/organisation has a pay bill over £3m a year (includes wages, bonuses, commissions and pension contributions), they must pay the apprenticeship levy @0.5% of pay bill with a £15,000 allowance
- Guidance on how to pay and report the apprenticeship levy to HMRC through the PAYE process can be found [here](#)
- Levy allows employers to agree a total price for each apprenticeship, including the costs of training and assessment
- The government tops up employers' levy with an extra 10%, paid directly to employers' apprenticeship accounts
- Employers are not required to pay National Insurance Contributions for apprentices under the age of 25 on earnings below the higher tax rate of £827 a week (£43,000 a year).
- £1,000 payment to both the employer and provider when they train a 16- to 18-year-old
- £1,000 payment to both the employer and provider when they train a 19- to 24-year-old who has previously been in care or who has a local authority education, health and care plan
- Employers who pay the apprenticeship levy are able to fund apprenticeships in another organisation through a [transfer](#). Guidance can be found [here](#).

Support from the National Apprenticeship Service

The apprenticeship service is made up of the following:

- [Find an apprenticeship and training provider](#) gives employers information on the choices available to them. They can easily search for a standard, framework and training provider, and compare one provider with another
- [Estimate my apprenticeship funding](#) allows employers to calculate whether they will pay the apprenticeship levy or not, and if so, how much they will have available to spend on apprenticeships. It also shows all employers how much the government will contribute towards the cost of training
- [Find an apprenticeship](#) and [Find a traineeship](#) are the recruitment sites that enable employers to advertise their vacancies for free and find candidates who match their criteria
- Find an end-point [assessor](#)
- [Manage apprenticeships](#) allows registered levy-paying employers to view their account balance, manage their apprentices and approve funds to pay for their apprenticeship training
- National Apprenticeship Service can be contacted on **0800 015 0600**
- Other information can be found at www.getingofar.gov.uk/employers and www.gov.uk/take-on-an-apprentice

Resources and Media

- [Institute for Apprenticeships](#)
- [Apprenticeship employers video](#)
- [GetInGoFar channel on You Tube](#)
- [National network for apprentice employers](#)

SEMLEP Business Support

The SEMLEP Skills for Business portal is derived from FAQs from businesses and includes links to pathways, support, information and potential funding

www.semlep.com/skills-for-business/ .

The Employee Support in Skills programme provides initial support for SME (small and medium sized businesses) employers in the South East Midlands area through an advice helpline and by providing a Training Needs Analysis.

SEMLEP's Velocity Growth Hub works with the advice service to signpost employers interested in taking on an apprentice.

The support includes:

- Helping with finding new recruits with free advertising for your Apprenticeship vacancies
- Getting your current staff ready to start an Apprenticeship
- Offering pathways to higher and degree-level Apprenticeships
- An opportunity to raise your business profile through an Apprenticeship Ambassador scheme

Visit www.velocitygrowthhub.com/apprenticeships/ or call on 01480 409 309.

Further and Higher Education Apprenticeship Support

South East Midlands Further Education Colleges

[Banbury and Bicester College](#)

[Bedford College](#)

[Buckinghamshire College Group](#) - Aylesbury Campus

[Central Bedfordshire College](#)

[Milton Keynes College](#)

[Northampton College](#)

[Tresham College](#)

South East Midlands Universities

[Cranfield University](#)

[The Open University](#)

[University of Bedfordshire](#)

[University of Northampton](#)

[Buckinghamshire New University](#)

SEMLEP Contact

Paul Thompson - Employer and Skills Manager

E: paul.thompson@semlep.com T: 01234 436100