

Employers Guide to Apprenticeships

How can they work for you?



Why use Anderson Stockley Accredited Training Ltd?



ESTABLISHED

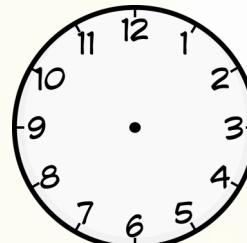


SUPPORT
TEAM



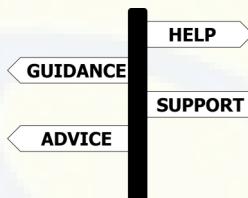
ACHIEVEMENT

ASAT Ltd are a grade 2 Ofsted training provider and have delivered apprenticeship training qualifications since 2000.



FLEXIBLE

ASAT Ltd offer a flexible delivery of training to help support your needs. We offer start dates throughout the year and will plan the schedule of appointments with you to minimise any disruption to your business.



INDUSTRY
EXPERTS

ASAT Ltd have a dedicated team of industry specific educational practitioners. Who will be on hand to help guide and support apprentices to full achievement of their qualification.



LOCATION

ASAT Ltd bring the training to you, our assessment team will visit the apprentice in their place of work on average every 4-6 weeks. We offer training to businesses across, East of England, East Midlands, South East and others areas, all areas are considered.

What is an Apprenticeship?

Apprenticeships are government funded training programmes that are 100% work based. After the completion of the apprenticeship individuals will achieve a nationally recognised qualification whilst gaining real life experience in a working environment.

How do they work?

At Anderson Stockley we offer a flexible delivery of training which enables individuals to be able to learn at a convenient time to them. Every learner will have access to online resources such as revision tools for the units in their specific qualification and practice exam questions for the learners to work through towards any exams. ASAT Ltd believe the best way to deliver qualifications is through face-to-face learning, including a range of 1-2-1 assessment, revision and observation visits. After the sign-up and induction has taken place ASAT Ltd will plan and agree a schedule of appointments with the learner and employer, on average every 4-6 weeks.

Who are they for?

Apprenticeships are for individuals over the age of 16 that are not in full time education. They can be for new recruits in a business or existing members of staff who are looking for further development.

Responsibilities of the Employer

Employers will need to ensure their apprentice is given a formal induction into their role and provide on-the-job training.

By Employing an Apprentice, employers have certain responsibilities they must follow:

- An employer must be paying the apprentice at least the national minimum wage for apprentices.
- The apprentice must have a signed Contract of Employment prior to enrolment on the course.
- All apprentices must receive the same benefits as other employees.
- All employers must ensure apprentices complete 20% off the job training during the qualification.
- The apprentice must be paid for both the hours they spend working and for those they spend studying during working hours.
- The apprentice must not be asked to contribute financially to the cost of the training.

Why employ an Apprentice?

Employing an Apprentice can be an effective way for businesses to expand their workforce and develop a motivated skilled and qualified team of workers.

Benefits of employing an Apprentice include:

- Reduced recruitment costs/0% recruitment fees*
- Apprenticeship qualifications are designed to help fill skills gaps in your business, by providing apprentices with the knowledge, skills and behaviours for the job role.
- Apprentices are motivated, eager and loyal to the company that invested in them.
- Apprentices tend to stay and progress within the company they trained with.
- Employers who have an established apprenticeship programme reported that productivity in their workplace had improved by 76% whilst 75% reported that apprenticeships improved the quality of their product or service.¹

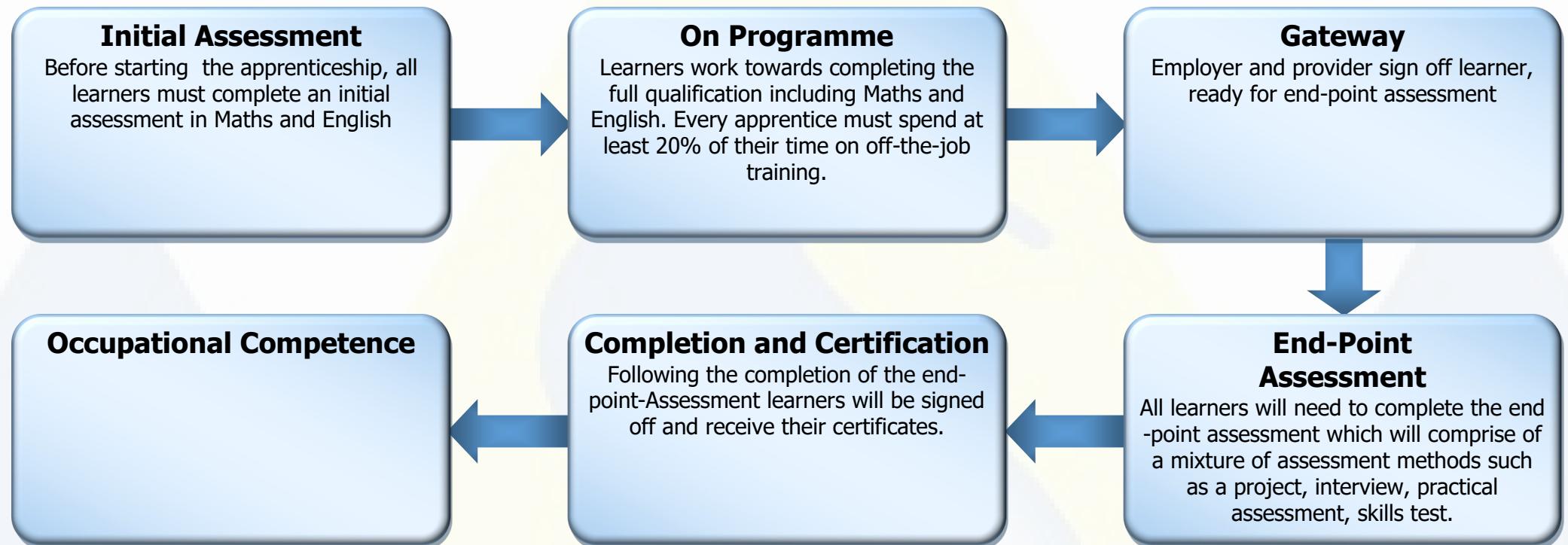
¹ National Apprenticeship Service 'Employer Guide to Apprenticeships'

* Subject to TOBs

New Apprenticeship Standards

From May 2017 the government have reformed apprenticeships. The new Apprenticeship standards have been designed by groups of employers, large and small, also known as Trailblazers. The standards have been designed to cover the knowledge, skills and behaviours required for the job role.

Below is an outline of the process on how the new apprenticeship standards will work.



Off the Job Training

What is 'Off the Job Training'?

Off-the-job training is defined as learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of an apprenticeship. This can include training that is delivered at the apprentice's normal place of work but must not be delivered as part of their normal working duties.¹

Learners must complete 20% of 'off the job training' towards their qualification. This could include; lectures, role-playing, simulation exercises, online learning manufacturer training, practical training such as; mentoring, shadowing, industry visits and attendance at shows/conferences/competitions. This could also include time spent writing assignments/assessments.

This does not include; English, Maths, progress reviews, on programme assessment, or training which takes place outside the apprentice's paid working hours.

ASAT Ltd provide suggested activities that can help learners and employers to accumulate the 20% off the job training.

End Point Assessment (EPA)

What is the End Point Assessment?

The EPA is a holistic and independent assessment of the knowledge, skills and behaviours, gained throughout the apprenticeship.² Each apprenticeship standard will set out the requirements for the EPA.

When do Apprentices take the EPA?

Apprentices will only be able to undertake the end-point assessment once they have been on programme for the minimum duration of the apprenticeship and have met all the gateway requirements, which are set out in the apprenticeship standard.

What will the EPA consist off?

Each apprenticeship standard will have different requirements to complete the EPA. Examples of these are, portfolio of work, professional discussion, work based presentation, work based observation knowledge test and an interview.

Most EPA centres will provide practice resources, mock tests and more to prepare learners fully for their EPA.

Funding

As of May 2017 the way Apprenticeships are funded has changed. The amount of funding available will depend on the size of your business.

Levy Payer

The apprenticeship levy was introduced in May 2017 and if your company has an annual wage bill of over **£3 million** then you will be classified as a Levy Payer and the funding for apprenticeships will come out of your digital account. You will be required to pay **0.5%** of your annual wage bill into your digital account.

The funds in your digital account can only be used for apprenticeship training. You can not use the funds for any other training. As a levy payer, you will be required to pay for the whole course using the funds in your digital account. The course fee will be split into monthly instalments, a payment plan will be set out at the start of the course by the training provider.

Key Facts **£3m**



How much your wage bill needs to exceed to pay the levy.

April 17

The date when the first levy payments are due.

0.5%

The amount of your annual wage bill you will need to pay into the levy.

£15k

A levy allowance available to all employers paying the levy.

Non Levy Payer

For employers who do not pay the levy or have insufficient funds in their digital account then Government-employer co-investment is available. This means that as an employer you will be required to pay a contribution of **10%** of the course fee and the government will cover the other **90%**. However, if you have under **50** employees and take on an apprentice who is aged **16-18** then the course will be fully funded by the government. Furthermore, there is an incentive available for employers if they take on an apprentice who is aged **16-18**.

For any non-levy companies, who employ an apprentice aged 16-18, the government will pay them an incentive of £1,000.

Key Facts **10%**



The contribution required for an apprentice aged 19+

£1000

The incentive available for companies who employ a 16-18

£0

The amount you pay towards the course if your apprentice is 16-18 and you have under 50 employees.

Eligibility

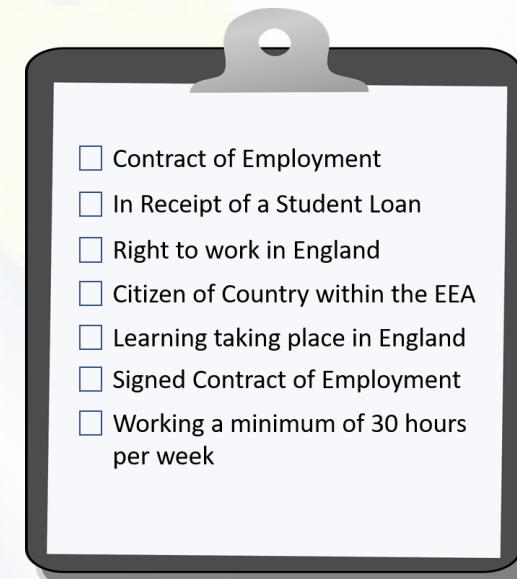
In order to access this funding the following eligibility is required:¹

- Learners must have a contract of employment.
- The cost of the apprentice's wages must be met by the employer.
- The apprentice must have a job role within the organisation that provides the opportunity for them to gain the knowledge, skills and behaviours needed to achieve their apprenticeship.
- The apprentice must have appropriate support from within the organisation to carry out their job role.
- Learners must not be enrolled on another apprenticeship, or another DfE funded FE/HE programme, at the same time as any new apprenticeship they start.
- Learners must spend at least 50% of their working hours in England over the duration of the apprenticeship.
- Learners must have the right to work in England.
- All apprentices must be employed for a minimum of 30 hours per week.

Learners must be one of the following:

- A citizen of a country within the European Economic Area (EEA) or have the right of abode in the UK, and have been ordinarily resident in the EEA, for at least the previous three years on the first day of learning.
- OR, a non-EEA citizen with permission from the UK government to live in the UK, (not for educational purposes) and have been ordinarily resident in the UK for at least the previous three years before the start of learning.

All eligibility will be checked prior to enrolment onto the qualification. Please note relevant evidence may be required.



Recruitment - How can ASAT Ltd help you?

We offer a free recruitment service for all of our clients looking to hire an apprentice.* Recruiting yourself can be a time consuming process, but with our quality team we can help you find the right candidate for you.

The Process

Stage 1 - The first consultation call will help us gain an understanding of your company and will give us a clear idea of the candidate you are looking for. Following the consultation we will draft a job description for your vacancy, ensuring it has all the relevant details included.

Stage 2 - We will advertise the vacancy on the National Apprenticeship Vacancy Monitoring Service (NAVMS), where we will filter through the initial CVs ensuring the applicants meet the criteria.

Stage 3 - After filtering the CVs we will give applicants a phone interview to get a better understanding of the applicant. The screening call will ensure they meet the criteria set out by your organisation, their current skills-set, career goals and what is it that interest them about the specific apprenticeship.

Stage 4 - After the screening call, every learner will be required to undertake Initial Assessments for Maths, English and ICT if applicable. They will need to be completed within 48 hours after the screening call. This enables us to have a better understanding of the individuals skills level and is a funding requirement.

Stage 5 - Following the completion of the Initial Assessments, we will contact you with details on the applicants and send the CV over via email. We will then arrange a face-to-face interview at your premises, with the applicant, at a convenient time for yourselves.

Stage 6 - Once the interviews have taken place and a formal offer has been made to the successful candidate and after the candidate has commenced their employment, a member of our team will be in contact regarding the enrolment.

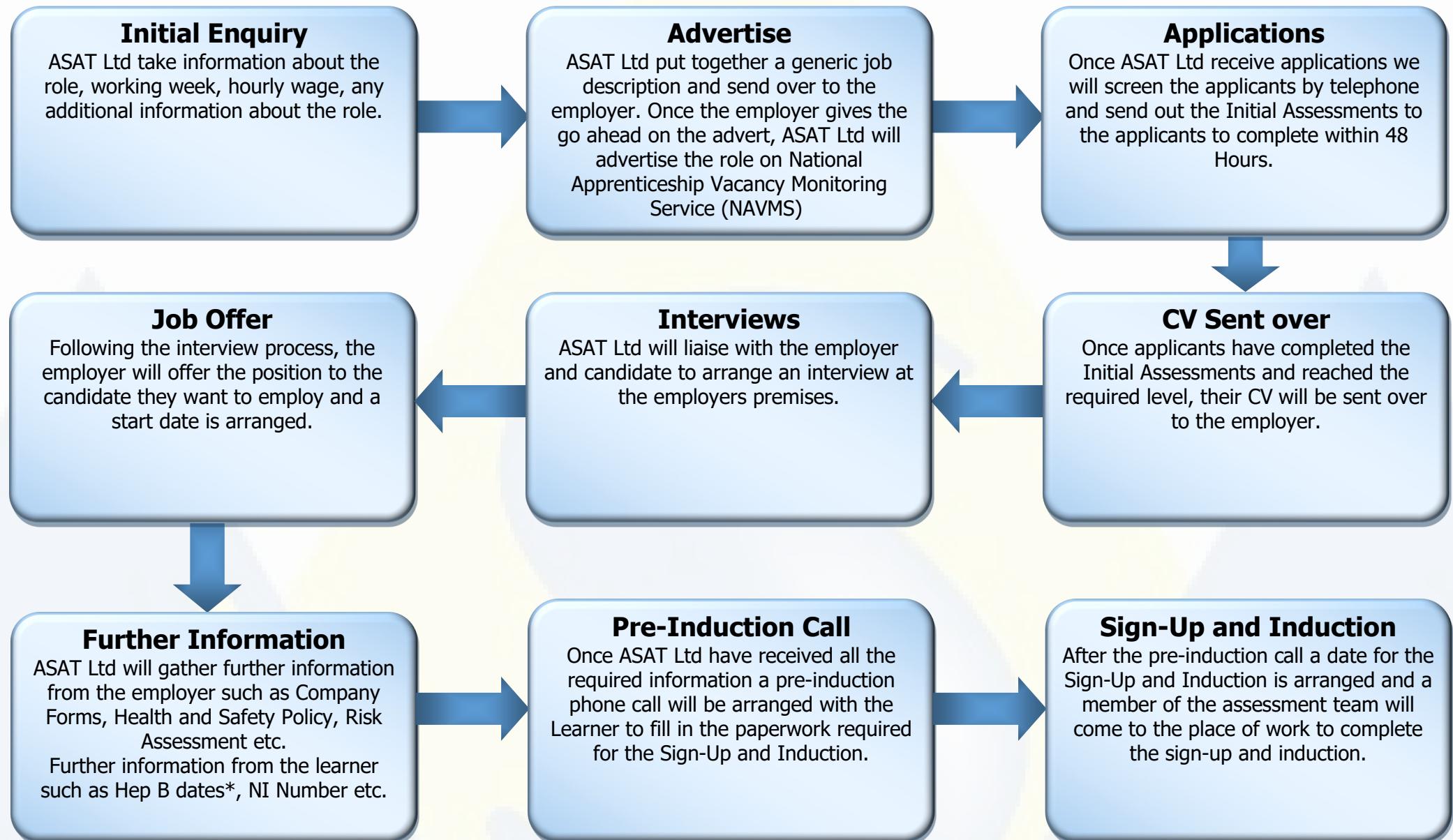
What to consider when recruiting?

When recruiting an apprentice it is important to remember they won't be the finished product. You should be looking for someone eager to learn, develop and grow into the role.

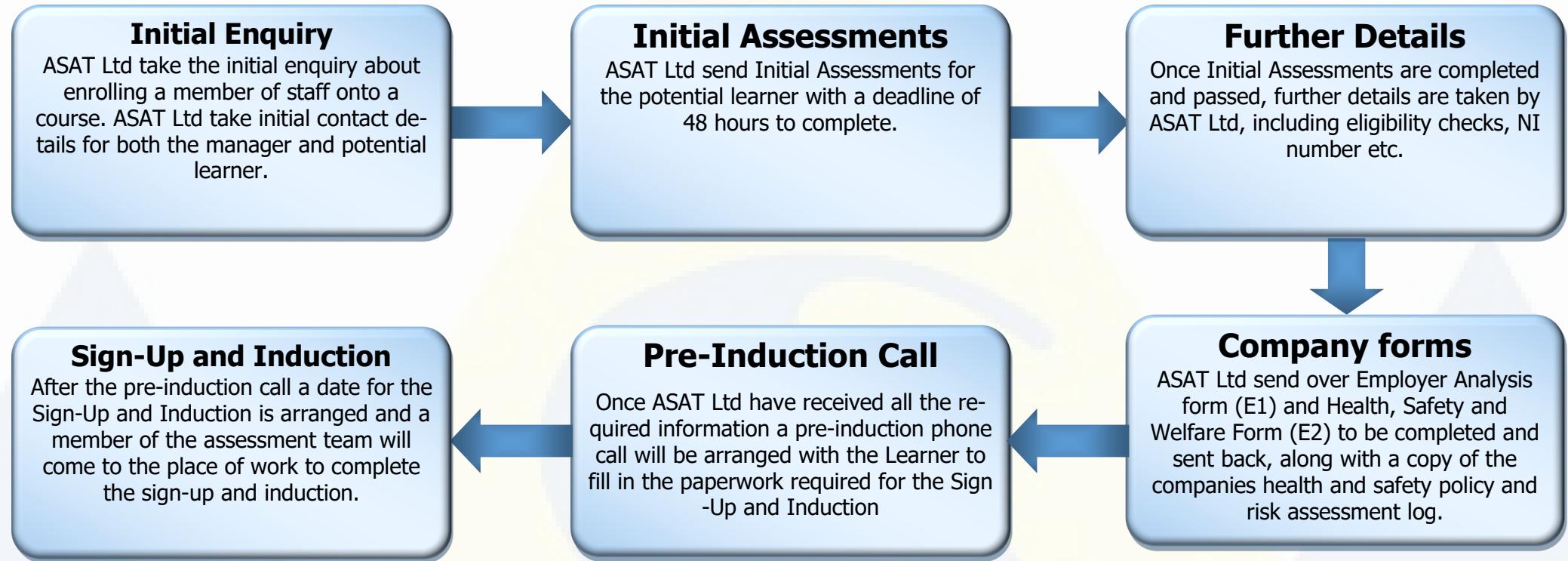
It is likely that the applicant you will be interviewing will be of a young age and does not have any experience with being interviewed. They therefore may find it difficult to demonstrate their skills compared to more experienced applicants.



Employer Recruitment Journey



Employer Journey - Non-Recruitment



'To inspire learning excellence, promote knowledge and education and strengthen our ties with communities and business. To drive progression and stimulate enthusiasm to achieve and succeed.'



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