

**An employer’s guide to apprenticeships with Skills for Work**

*The information provided in this document is relevant to the apprenticeships that Skills for Work offer, and the delivery methods we use.*

**What are apprenticeships?**

Apprenticeships can be delivered to existing members of staff and new recruits. Common misconceptions are that apprenticeships are just for entry level manual roles or for people just out of school or college – but that is not the case anymore!

Apprenticeships are work-based training schemes that are designed to help you foster emerging talent in your business. They combine work with study and result in a programme which is truly work – focussed.

Apprentices hold real jobs in your business, and spend the vast majority of their time carrying out their mainstream duties. An apprenticeship takes a minimum of 12 months to complete, in which the apprentice will gain qualifications relevant to their job role. Apprenticeships are available up to degree level!

**Skills for Work deliver the following Apprenticeships:**

Management Level 5

Team Leader Level 2 & 3

Business Administrator 3

Customer Service Level 2 & 3

Public Service Operational Delivery Officer Level 3

Associate Project Manager Level 4

Learning Mentor Level 3

Coaching Professional Level 5

**Apprenticeship Delivery**

Most of our apprenticeships consist work based qualifications and Functional Skills Maths & English.

Due to funding rules, all learners must work towards Level 2 for each of the Functional Skills. We deliver Maths & English support sessions at St Peters House on a weekly basis and are available for your apprentice to attend.

Skills for Work deliver mandatory workshops at St Peters House to support learners to achieve their Diploma. You will be made aware of any ‘release’ dates at the beginning of your learner’s apprenticeship and will be included in the Individual Learning Plan. Funding rules state that 20% of time should be spent off the job training.

YES NO

**Apprenticeship Funding**

**Do you have a wage bill in excess of £3million and pay the Apprenticeship levy?**

**Employers with under 50 employees:**

If your apprentice is 16-18 year old this will be 100% funded by the government and you will also receive a £1000 incentive payment\*.

If your apprentice is aged 19+ you will be required to co-invest 5% and will benefit from government funding to cover the remaining 95% of the cost.

**Employers with a wage bill of more than £3Million (Levy Payers):**

If your wage bill is more than £3million, you should already be paying the apprenticeship levy. You will have a digital account with funds available for apprenticeship training. You can use your Apprenticeship Levy funds for both new recruits and to up skill existing members of staff.

If your apprentice is aged 16-18 you will receive a £1000 incentive payment\*.

Your digital account will allow you to:

* receive levy funds for you to spend on apprenticeships
* manage your apprentices
* pay your training provider
* stop or pause payments to your training provider

**Employers with 50+ staff but have a wage bill under £3million:**

Funding is available for anyone aged 16+. You will be required to co-invest 10% of the cost of training and will benefit from government funding to cover the remaining 90% of the cost. If the apprentice is aged 16-18 you will also receive a £1000 incentive payment\*.

\*The 16-18 incentive payments will be paid equally after 3 months and 12 months and are per learner.

Further information on apprenticeship funding can be found here: <https://www.gov.uk/education/apprenticeships-funding>

**What are the Employer’s and Line Managers main responsibilities**

**Pay the right rates**

You must pay your learner at least the Apprenticeship wage for the full duration of their apprenticeship. Apprentices who are aged 19+ can be paid the Apprenticeship Wage for the first 12 months but then this must rise to at least National Minimum Wage for the remainder of their apprenticeship. You can offer incentives and bonuses as you do with other members of staff. Further guidance relating to Minimum Wage Rates can be found here:

<https://www.gov.uk/national-minimum-wage-rates>

**30 hours per week**

To employ apprentices for a minimum of 30 hours per week or extend the length of time the learner remains on programme in line with the hours worked.

**Contract of Employment**

Employers should provide a contract of employment which sets out the employment rights, responsibilities and duties. The apprentice must be employed for the full duration of the apprenticeship. For Apprenticeship Standards this duration must cover the End-Point Assessment period.

**Apprenticeship Agreement**

An Apprenticeship Agreement must also be in place. The Employer must keep the agreement for the duration of the apprenticeship and give a copy to the apprentice and the training provider.

A template and guidance can be found below:

<https://www.gov.uk/government/publications/apprenticeship-agreement-template>

**Same benefits as other employees**

Generally apprentices should get the same benefits as other employees unless employers can otherwise justify not providing such benefits, failure to do so can lead to discrimination claims.

**Providing Time/Release your apprentice**

You must allow your apprentice to attend any workshops / training sessions that are planned by the training provider. 6 hours per week (on average) of your apprentices time should be spent training. Provide protected time so that the apprentice can complete their apprenticeship training within their contracted working hours. Including any requirement to undertake English/Maths to Level 2. Employers should also provide the apprentice with opportunities to practice new skills in the work environment.

**Feedback to the apprentice**

Provide regular feedback to the apprentice on their performance in their job in order to support their development and ensure they have the necessary skills and knowledge for their job role and apprenticeship.

**Manage the apprenticeship**

Ensure they make Skills for Work aware if there is any risk that the apprentice will not complete their apprenticeship on time. For example if there are issues with performance in the role or there are critical changes to the role or business.

**Support the programme**

By signing visit reports, providing witness testimonies and releasing the learner from the workplace to complete the programme.

For Apprenticeship Standards;

* Supporting the Apprentice with a work based project
* Participate in Tripartite reviews between the training provider and the apprentice
* Work closely with Skills for Work to choose an end-point assessment organisation (at least 3 months prior to the end of the programme) and ensuring that the apprentice is making good progress towards completing their apprenticeship.
* Agree, with the apprentice and provider, when learning is complete and the apprentice is ready to undertake the end-point assessment.

**Agree a plan of training**

The Line Manager should discuss and agree a plan of training with the apprentice and their Tutor Assessor and address any issues identified during the process.

**Use an adaptive management approach**

Be adaptive in their management approach. Although apprentices are to be managed in the same way as any other member of staff, an apprentice may be in their first job role and the line management of the apprentice may need a more hands on approach during their first few weeks at work.

**Set Objectives**

It is important that the Line Manager remains continually aware of the apprentice’s progress throughout the apprenticeship. An objective should be to successfully complete the apprenticeship.

**Concerns/Complaints and Compliments**

Initial concerns need to be raised with the Apprentice and Training Provider. Our Procedure and Flow chart is highlighted below.

**Complaints and Appeals Procedure**

Tutor

Internal Quality Assurer

Business Engagement Manager

Concerns can be raised with the Tutor Assessor initially then escalated if required. Up to 5 days maybe required for an Investigation.

**Telephone:** 01274433648 or **Email:** Businessdevelopment@bradford.gov.uk

**Attend regular meetings**

**What are the main responsibilities of the Apprentice**

The meetings are determined at the start of the programme by the Tutor Assessor and reviewed as the programme progresses. These meetings may be face to face or via other communication methods. Tutor Assessors will meet with learners ever 4 weeks either at St Peters House or in the workplace.

**Attend scheduled formal reviews**

This involves the Apprentice, Line Manager and Tutor Assessor. These reviews are an opportunity for all three parties to look at the apprentice’s progress and consider the next phase of learning.

**Be self-sufficient**

Be responsible for their own learning and development and for ensuring that they are working to the best of their ability at all times.

**Undertake training**

Attend any workshops or training sessions offered by Skills for Work and carry out work set by their Tutor Assessor to enable them to achieve their apprenticeship qualifications. Attend all required off-the-job training and workshops and notify the training provider if you are unable to attend.

**Be responsible**

Be diligent, punctual, behave in a responsible manner and in accordance with the requirements of Health & Safety legislation relating to the learner’s responsibilities as an individual.

**Allow access**

Allow the provider to access and share their prior learning records, including learning records (LRS) only for the purposes of administering the specified apprenticeship.

**For Apprenticeship Standards**

Commit to the learning activities including any work based projects as required by the standard.

To complete any coursework, assignments and exams as required to achieve the apprenticeship standard.

To agree, with the employer and main provider, when learning is complete and that they are ready to undertake the end-point assessment.

**What are the main responsibilities of the Provider**

**Apprenticeship**

Offer the Free “Recruit an Apprentice Service”, helping and supporting the employer with the recruitment of an apprentice.Ensure the apprenticeship is the most appropriate learning programme for the individual after initial discussions with the employer and the apprentice. This will include checking the eligibility of the apprentice and conducting checks with the employer. Including any prior learning and ensuring the employer acknowledges that the apprentice requires at least 20% off the job training over the duration of the training period.

**Ensure Quality of Delivery**

Ensure the apprenticeship is achieved to the required quality and on time through regular observations of teaching and learning, and apprentice/employer feedback.

**Organise induction**

Provide a comprehensive induction for the apprentice and explain the plan of training.

**Provide materials needed**

Provide all the required learning materials for the apprenticeship.

**Organise meetings**

Agree visits / workshops and support sessions with the apprentice and line manager.

**Provide Support**

Support the apprentice and line manager to map the apprenticeship evidence required to the workplace and role that the apprentice is carrying out.

For Apprenticeship Standards;

* Supporting the Apprentice and the Employer with a work based project
* Participate in Tripartite reviews between the training provider and the apprentice
* Work closely with the Employer to choose an end-point assessment organisation (at least 3 months prior to the end of the programme) and ensuring that the apprentice is making good progress towards completing their apprenticeship.
* Agree, with the apprentice and employer, when learning is complete and the apprentice is ready to undertake the end-point assessment.
* Update the Commitment Statement in consultation with the Employer and Apprentice as and when required.

**Set the course of study**

Provide learning, support and guidance to the apprentices, by setting the apprentices course of study and agreeing deadlines for completion.

**Regular reviews**

Carry out regular reviews with the apprentice and line manager, discussing the apprentices progress.

**Agree action plan**

Discuss and agree an action plan with the apprentice and line manager to address any issues identified during the review/ assessments.

**Raise any concerns**

Let the employer know of any concerns or issues they have relevant to the apprenticeship.

**Redundancies**

Make efforts to secure alternative employment for the named apprentice if made redundant by the employer

**Evidence Methods**

**Witness statement**

A statement made in writing or on a digital recorder by someone who knows the apprentice and can vouch that they are capable in their job role.

**Employer’s testimony**

This can be a letter or a document from yourself stating that you are happy with their work.

**Video clip**

A video clip of the apprentice at work but must have sounds and other persons identified.

**Observation**

This is normally carried out by the Tutor Assessor who will watch the apprentice working and assess their performance against the national standards. They will be given feedback on their performance. Success is recorded on their e-portfolio.

**Discussion**

Often it is easier for the apprentice to describe or discuss an event or situation verbally and this can be recorded using a voice recorder.

**Questioning**

The Tutor Assessor may ask the apprentice questions to make sure they have the necessary knowledge and understanding to carry out their job to the national standard. Questioning may be oral or written.

**Products of Work / Diverse evidence**

Throughout the apprentice’s normal working day they may be required to complete some paperwork, keep records or create something as a result of a task they have completed. This type of evidence will be required with a brief explanation from them on what they are and how they use them in their role. Work/ screenshots can be uploaded to their e-portfolio as evidence.

**Recognition of prior learning**

The apprentice may have done things in the past which are applicable to the programme. These may be used as evidence, provided they are sufficient, current and relevant to the standards.

**Contact us**



**Telephone:** 01274 433648

**Email:** [businessdevelopment@bradford.gov.uk](mailto:Peter.williams@bradford.gov.uk)

**Website:** [www.skills-for-work.co.uk](http://www.skills-for-work.co.uk)

**Address:** Skills for Work, St Peters House, 1 Forster Square, Bradford, BD1 4TY