



## APPRENTICESHIPS MAKE GREAT BUSINESS SENSE

An apprenticeship is a way for anyone to earn while they learn in a real job, whilst undertaking relevant training. Hiring apprentices - or putting existing staff onto an apprenticeship - helps businesses to grow talent by developing a motivated, skilled and certified workforce.

Funding is available to train apprentices via an approved training provider. Apprenticeships differ in duration but must last a minimum of one year.

### THE BENEFITS OF APPRENTICESHIPS

- Plug skills gaps
- Improve productivity
- Improve product or service quality
- Improve staff morale
- Improve staff retention
- Bring new ideas to the organisation
- More diverse workforce
- Create talent pipelines

## APPRENTICESHIP LEVELS

Apprenticeships operate at different levels:

Name	Level	Equiv. educational level
Intermediate	2	5 GCSE passes*
Advanced	3	2 A level passes†
Higher	4, 5, 6 and 7	Foundation degree & above
Degree	6 and 7	Bachelor's or Master's degree

\* at grade A\* to C or 9 to 4

† Or Level 3 Diploma/International Baccalaureate

Employers, in discussion with the training provider, decide what level of apprenticeship best fits their apprentice and business needs.

## EMPLOYERS THAT TAKE ON APPRENTICES DON'T LOOK BACK



Greater Cambridge Apprenticeships is part of the Greater Cambridge Partnership's City Deal with the express objective of creating more than 400 new apprenticeships across Greater Cambridge. Two organisations, Form the Future CIC and Cambridge Regional College (CRC), are working together to deliver and manage the new service and can support businesses with all aspects of establishing an apprenticeship programme.

For more information visit [gcapps.co.uk](http://gcapps.co.uk), or email [mpearson@camre.ac.uk](mailto:mpearson@camre.ac.uk) or call 01223 226403



## GREATER CAMBRIDGE APPRENTICESHIPS

Delivered on behalf of the Greater Cambridge Partnership



## EMPLOYERS GUIDE TO SETTING UP APPRENTICESHIPS

## FIVE STEPS TO SETTING UP AN APPRENTICESHIP

- 1 Decide how many apprenticeships you can afford
- 2 Consider which apprenticeships to offer
- 3 Choose a training provider
- 4 Recruit your apprentices
- 5 Support them to succeed in the role

### 1. HOW MANY APPRENTICES DO YOU NEED AND CAN AFFORD?

The first question many employers ask is 'How much is it going to cost?'. Apprenticeship costs depend on a number of things including the type of apprenticeship programme, the age of the apprentice and the size of your company. Whether you pay the Apprenticeship Levy also has an impact.

#### If you are a levy-paying employer

Training and assessment fees are paid from your Levy funds through your National Apprenticeship Account. Monthly funds are added and the government tops up by 10%. The only additional cost is the salary and any associated employee costs.

#### If you are a non-levy employer

You pay 5% of the total cost of training and assessing your apprentice to your training provider, and the government pays the remaining 95%<sup>†</sup>. If you have fewer than 49 employees and your apprentice is 16-18 years old, there is no fee as this is fully-funded by the government.

#### Extra support

For firms taking on apprentices aged 16-18yrs, there is the following additional help:

- If, when starting the apprentices are aged as above, ALL employers will receive an additional £1,000 per apprenticeship, paid in two £500 installments.

#### Salary costs

Your main costs are your apprentice salaries, and their NICs. Currently, the national minimum wage (NMW) for apprentices under 19yrs and those aged 19+yrs in their first year is £3.90 per hour. All other apprentices should be paid the NMW for their age, or more.

For more information and example costs, visit [apprenticeships.gov.uk](https://apprenticeships.gov.uk)

<sup>†</sup> Each apprenticeship is allocated to one of 30 funding bands, which range from £1,500 to £27,000. The upper limit of each funding band sets the maximum amount an employer who pays the levy can use towards an individual apprenticeship. See [institute-for-apprenticeships.org/apprenticeship-standards](https://institute-for-apprenticeships.org/apprenticeship-standards) for more information.

### 2. WHICH APPRENTICESHIPS ARE RIGHT FOR MY ORGANISATION?

You need to find an apprenticeship (known as a 'Standard') that best matches your business needs and addresses your skills shortages. Search for 'The A-Z of apprenticeships' online to view the list of available Standards.

Apprenticeships are being developed, approved and added all the time. Search 'findapprenticeshiptraining' to find apprenticeships by job role or keyword.

Greater Cambridge Apprenticeships can also help you work out what apprenticeships are right for your business.

### 3. CHOOSING A TRAINING PROVIDER

You need to have a training provider to train and assess each apprentice. As well as helping you find the right apprenticeships, they will:

- Prepare each apprentice for your organisation
- Make sure apprentices work in an appropriate environment
- Find the right pace of learning for each apprentice
- Ensure the relevant skills are learnt in the 20% off-the-job training hours

You can use more than one training provider. Use 'findapprenticeshiptraining' to find training providers. Greater Cambridge Apprenticeships can also help you find the right training provider.

### 4. RECRUIT YOUR APPRENTICES

Firstly you need to promote your apprenticeship(s):

- Use your own media (e.g. social), and advertise
- Greater Cambridge Apprenticeships has a recruitment arm which will actively promote your vacancies to candidates
- Your training provider can post opportunities for you at [gov.uk/recruit-apprentice](https://gov.uk/recruit-apprentice)
- Contact local schools and colleges directly
- Exhibit at careers fairs such as *Opportunities Ahead*, run by *Form the Future*, and Cambridge Regional College's careers events
- Post the opportunities on job boards with Apprenticeship sections

Then you need to interview, select and employ your apprentice(s), including signing an agreement. See these web pages for help:

- [Apprenticeships.gov.uk/employer/hire-an-apprentice](https://apprenticeships.gov.uk/employer/hire-an-apprentice)
- [Gov.uk/take-on-an-apprentice/apprenticeship-agreement](https://gov.uk/take-on-an-apprentice/apprenticeship-agreement)

### 5. MANAGE YOUR APPRENTICES

Apprentices need to be prepared for their role, and monitored if they're to succeed.

See [apprenticeships.gov.uk/employer/preparing-and-monitoring](https://apprenticeships.gov.uk/employer/preparing-and-monitoring)

On completion of the apprenticeship, they must demonstrate their competency in an 'end-point assessment' which is the apprentice's opportunity to demonstrate that they are competent in their occupation. They will then be awarded a certificate. See [apprenticeships.gov.uk/employer/assessment-and-certification](https://apprenticeships.gov.uk/employer/assessment-and-certification)