



# Employers GUIDE



**£ FINANCIAL  
INCENTIVES**

# Our Apprenticeships

## OUR APPRENTICESHIPS

### Construction & Engineering

Property Maintenance Operative	L2
Electrician Installation and Maintenance	L3
Painter/Decorator	L2

### OUR BUSINESS & LOGISTICS APPRENTICESHIPS

#### Business

Business Administration	L3
Customer Service	L2
Customer Service	L3
Team Leader	L3
Quality Practitioner	L4
Operational Management	L5
Recruitment Resourcer	L2
Recruitment Consultant	L3

#### Logistics

Express Delivery	L2
International Freight Forwarding	L3

#### Digital

Cyber Security Technician	L3
Data Technician	L3
Multi-Channel Marketer	L3
Digital Support Technician	L3
IT Helpdesk	L3
IT Solutions Technician	L3
Radio Network Technician	L3
Software Development Tech	L3
Applications Support Lead	L4
Business Analyst	L4
Cyber Security Technologist	L4
Data Analyst	L4
DevOps Engineer	L4
Digital Accessibility Specialist	L4
Network Engineer	L4
Software Developer	L4
Software Tester	L4
Digital Learning Designer	L5



**Employers and training providers could get £1,000 each for taking on an apprentice who is either:**

- aged 16 to 18 years old, or
- aged 19 to 25 years old and has an education, health and care (EHC) plan or has been in the care of their local authority

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# Benefits to your organisation

Apprenticeships have moved on from what they used to be and are an exciting option for both the apprentice and employer. You can now employ apprentices at all different levels, from school leavers to people that want to further their careers or change career direction completely. An apprentice can be aged 16 or 100 plus!

As an employer, you can get additional help with funding an apprentice from the government.

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

86% of employers said apprenticeships developed skills relevant to their organisation and 78% reported improved productivity.

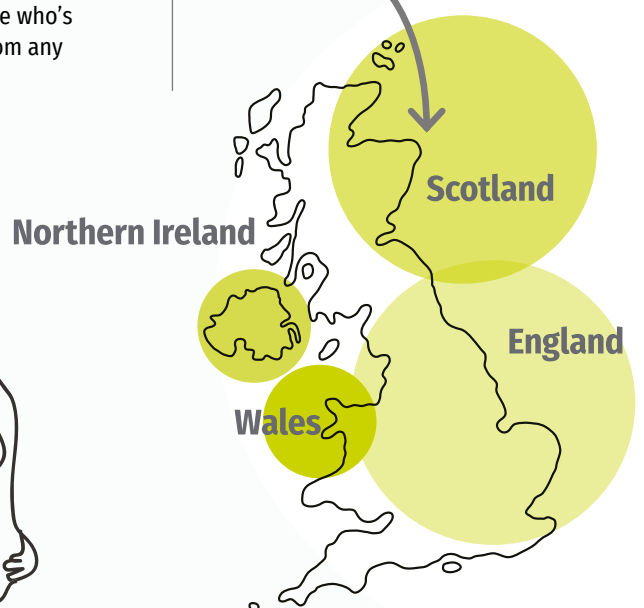
Other benefits that apprenticeships contribute to your organisation include:

- 90% of apprentices stay on in their place of work after completing an apprenticeship
- there's a wide selection of apprenticeships available, covering lots of different job roles
- you can adapt the training your apprentice receives according to the needs of your organisation
- an apprenticeship allows you to diversify and freshen up your workforce
- you can employ an apprentice who's aged 16 up to any age and from any background.

## How much will it cost me?

You can get help from the government to pay for apprenticeship training and assessment. The amount you get depends on whether you pay the apprenticeship levy or not. You will pay the apprenticeship levy if you're an employer with a pay bill more than £3 million each year.

Apprenticeship funding is a devolved matter and so how you get your funds and pay for training depends on whether you're in:



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# Smaller employers

## If you don't need to pay the apprenticeship Levy

As an employer who doesn't pay the apprenticeship levy, you will need to pay the training provider directly for training your apprentices.

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You pay 5% towards the cost of training and assessing your apprentice. The government will pay the rest (95%) up to the [funding band maximum](#). They'll pay the funds directly to the training provider.

### Example costs 1

Large goods vehicle driver	LEVEL 2
Number of apprentices	1
Funding band maximum	£5,000
Agreed price with training partner	£5,000
The Government will pay	£4,750
Cost to you	£250

### Additional payments from the government extra support for small employers

If you're an employer who doesn't pay the apprenticeship levy, or if you're a levy-paying employer but don't have enough funds, you'll need to pay 5% of the training and assessment costs for your apprentice. The government will cover the rest, up to the funding band maximum.

You'll make payments directly to the training provider and agree on a payment schedule. For new starts from 1 April 2024, for employers who do not pay the levy, the government will fully fund apprenticeship training costs, up to the funding band maximum for apprentices who at the start of their apprenticeship training are aged between: - 16 and 21 years old (or 15 years of age if the apprentice's 16th birthday is between the last Friday of June and 31 August) - 22 and 24 years old and: - has either an education, health and care (EHC) plan provided by their local authority and / or has been in the care of their local authority; and - their employer has fewer than 50 employees.

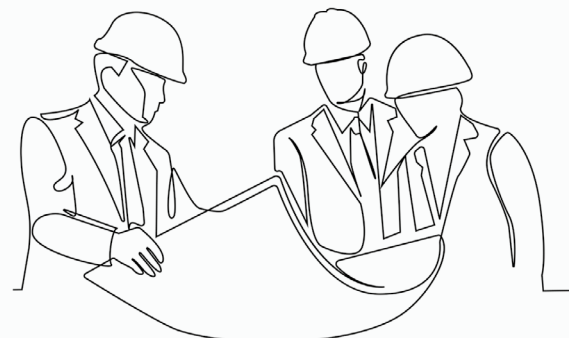
Source: <https://www.apprenticeships.gov.uk/employers/funding-an-apprenticeship-non-levy#>

### Training younger apprentices

All employers will receive £1,000 if, at the start of the apprenticeship, the apprentice is aged between:

- 16-18 years old
- 19-24 years old and who has previously been in care or who has an Education, Health and Care plan provided by their local authority

This payment will be made to the employer in two equal instalments via the training provider.



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# The Apprenticeship levy

The way Apprenticeships are funded changed when the UK Apprenticeship levy came into effect in April 2017. The Apprenticeship levy is 0.5% of a company payroll, paid by all employers with a payroll in excess of £3 million per annum.

## The objectives of the Apprenticeship levy are as follows:

- Put the control of Apprenticeship funding in the hands of employers
- Enable employers to decide where, and how, the Apprenticeship money is spent
- Give employers, who commit to Apprenticeships, the opportunity to get more out of the levy fund than they put in
- Encourage the recruitment of more Apprentices and the investment in Apprenticeship programmes to upskill existing workforces
- Through the additional employer incentive, encourage the employment of 16-18-year-olds

- Fund the ambition for raising both the quality and quantity of Apprenticeships in England and assist the government in achieving its ambition to deliver 3 million Apprenticeships by 2020
- Further change the perception of Apprenticeships to be regarded as a viable alternative to university

We work closely with our employer partners to ensure the levy is being utilised effectively and is returning the best possible value. Our dedicated approach recognises each individual client's requirements and we develop tailored

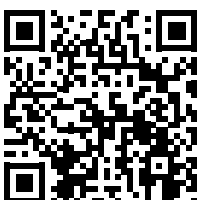
Apprenticeship solutions that drive the maximum benefits for your organisation. [Contact us](#) for more information.

If you pay the apprenticeship levy, you'll receive funds through the apprenticeship service to spend on training and assessing your apprentices. The government will add 10% to these funds.

You need to [sign in or create](#) a new account on the apprenticeship service to fund your apprenticeships.



Contact us  
for more  
information



[www.west-thames.ac.uk/apprenticeships](http://www.west-thames.ac.uk/apprenticeships)

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# Finding the right apprentice for you

When you've decided to hire an apprentice you need to think about the right person for you and the benefits they can bring to your organisation.

When you write the apprenticeship advert be sure to make it understandable and simple for candidates who will be searching through many other apprenticeship vacancies.

#### Think about:

- offering a competitive apprenticeship salary – depending on experience
- the apprenticeship description – keeping it simple and short
- whether the right person for you will be someone with no experience or more
- why they might want to come and work for you
- what their future career prospects look like
- what their future salary potential could look like

#### Consider other ways of finding the right person, for example:

- hold open days at your organisation
- participate in shows, such as 'WorldSkills UK Live'
- invite potential apprentices to your organisation for a day, to get a feel for how you work

#### How to ask the right questions at interview

Take time to think about what you really need to know and how you'll tease out the best from the interviewee. You want to find out if the candidate is right for your organisation.

Here are some example questions:

- can you tell me an interesting fact about yourself?
- to date, what would you consider your biggest achievement in school/college/work?
- what's your time keeping like?
- do you work well in a team?
- what do you consider are your strengths?
- what do you consider are your weaknesses?
- why do you think we should hire you?
- why would you like to work for our organisation?
- do you have any questions you'd like to ask us?



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# Which apprenticeship is right for my organisation?

Apprentices will spend at least 20% of their time on off-the-job training with your chosen training provider. Apprenticeships offer the opportunity to have a flexible, but structured training programme, that meet your organisation's needs.

## If you're an employer who wants to take on an apprentice, you need to know:

- apprentices are aged 16 or over (to any age)
- they combine working with studying to gain skills and knowledge in a specific job
- they can be new or current employees who are looking to upskill

Apprenticeships are being developed, approved and added all the time. Keep a lookout for new apprenticeships that have been added and make sure that you [find the right apprenticeship](#) to meet your organisational needs.

## When you're looking for an apprenticeship, make sure you:

- select the right training for your organisation which delivers what you need
- don't accept training because it's the only apprenticeship available
- are in contact with the training provider and are both involved with the training and development of the apprentice

## I want to find an apprentice for my organisation

If you're interested in taking on an apprentice you should know:

- how much it's going to cost you
- what funding you can get
- how to find an apprenticeship that suits your organisational needs
- how to find a training provider who can deliver the right training

You need to pay the apprentice a salary that doesn't go below the [minimum wage](#).

## Your apprentice should:

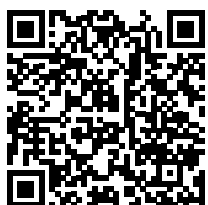
- work with experienced staff
- learn job-specific skills
- study whilst doing their apprenticeship

## Types of apprenticeships

Apprentices must work towards an approved apprenticeship. Their training must last at least 1 year.

## Apprenticeship standards

Designed by groups of employers, apprenticeship standards set out the knowledge, skills and behaviours the apprentice needs to be competent in a particular occupation. [Institute for Apprenticeships and Technical Education](#) is responsible for the development and approval of standards and works with employers to ensure a wide range of high-quality apprenticeship standards are available.



This link provides more information around 'the right apprenticeship'.

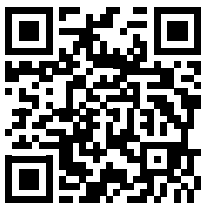
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# Manage your apprentice

Taking on an apprentice, whatever age, will need some preparation from you, as the employer.

If the new apprentice is straight out of school then they may have limited experience of what's expected of them going into their first salaried job.

If your new apprentice is older and more experienced they might not need as much help as the school leaver, but they may still be nervous and unsure of what's expected of them.



<https://www.apprenticeships.gov.uk/>

## Preparing

Before an apprentice starts you should consider sending them a starter pack so they know what to expect from their first day. It could include:

- a list of what you'd like them to bring – notebook/pens/ID etc
- what time you'd like them to arrive
- how they should dress
- how much money they need to bring for lunch etc
- who they should ask for when they arrive
- where to get the bus/train or park their car

## Monitoring

It's important as an employer to support your new apprentice and keep in regular contact with them. Perhaps you could consider:

- establishing a weekly catch-up with your apprentice
- regular updates with your training provider
- assigning a member of staff to be their daily 'go-to' person



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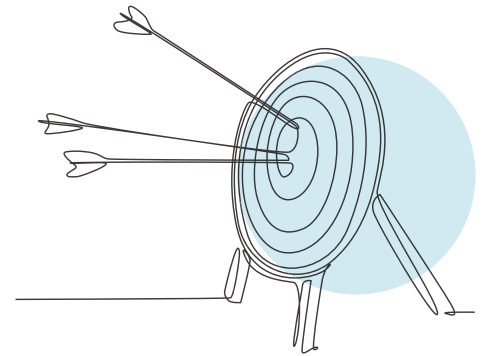
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Cyber Security Technologist	L4
Data Analyst	L4
DevOps Engineer	L4
Digital Accessibility Specialist	L4
Network Engineer	L4
Software Developer	L4
Software Tester	L4
Digital Learning Designer	L5



# Assessment

Once the apprenticeship training is completed, an independent assessment will take place, this is called an 'end-point assessment'. The assessment is the apprentice's opportunity to demonstrate that they are genuinely competent in their occupation at the end of their training.



It also gives the apprentice the opportunity to demonstrate what they've learnt throughout the apprenticeship. (This assessment only applies for apprenticeship standards and not for frameworks).

Details of what is in an end-point assessment is set out in the assessment plan. This will include an assessment of the apprentice's:

KNOWLEDGE



SKILLS



BEHAVIOURS

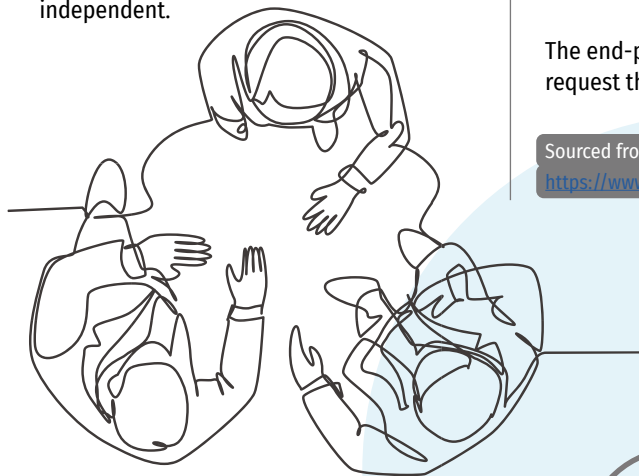


Your apprentice can't achieve an apprenticeship standard without satisfying all the requirements listed in the apprenticeship standard, including the end-point assessment.

### Where to find an end-point assessment organisation

You must select an organisation to deliver the end-point assessment from the <https://www.gov.uk/government/publications/finding-an-end-point-assessment-organisation> and agree to a price with this organisation for the end-point assessment.

Although the training provider will be involved in arrangements for the end-point assessment, the assessment itself must be independent.



The training provider must contract with the end-point assessment organisation on your behalf and have a written agreement in place to make payment to them for conducting the end-point assessment.

### End-point assessment cost

We expect that the cost of the end-point assessment should not usually exceed 20% of the funding band maximum. This cost is included in the overall cost agreed with the training provider for the apprenticeship.

### Certification

When your apprentice successfully completes their apprenticeship they will be awarded a certificate.

The end-point assessment organisation will request the certificate on your behalf.

Sourced from  
<https://www.apprenticeships.gov.uk>

[www.gov.uk/government/publications/finding-an-end-point-assessment-organisation](https://www.gov.uk/government/publications/finding-an-end-point-assessment-organisation)

