

# Apprenticeships Information for Employers

If you are an employer, an apprentice can increase the efficiency of your workforce, develop your management skills, help you contribute to your community and become a loyal, valuable and fully qualified team member.

Apprenticeships are work-based training programmes designed around the needs of employers, leading to national recognised qualifications. You can use the Apprenticeships programme to train both new and existing employees who are moving into a new or changed job role and need to learn new skills.

An Apprenticeship can take between one and four years to complete and funding is available to train apprentices depending on the sector and job role.

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## Facts

- Over 80% of those employers who employ apprentices agree they make their workplace more productive.
- 81% of consumers favour using a company which takes on apprentices.
- Employers who take on a 16 -18 year old apprentice only pay their salary, the Government will fund their training.
- 74% of employers said that apprentices tended to be more loyal, remaining at their company longer than non-apprentices.
- 66% of employers said that their Apprenticeship programme made them more competitive in their industry.
- 92% of employers believe that Apprenticeships lead to a more motivated and satisfied workforce.
- 83% of employers rely on their Apprenticeships programme to provide the skilled workers that they need for the future.



## Types of Apprenticeships

We offer Apprenticeships in a variety of industry sectors including:

- Business Administration
- Brickwork
- Carpentry and Joinery
- Childcare
- Customer Service
- Electrical
- Engineering
- Financial Services
- Hairdressing
- Health and Social Care
- IT
- Motor Vehicle
- Plumbing

We are continuously amending this list so please keep checking with us.

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## Training and Employment

As Apprenticeships are work-based training programmes, most of the training is 'on the job' – at your premises. As the employer you must give your apprentices an induction into their role and provide on-the-job training. You are also responsible for paying your apprentices' wages.

Employment is expected to be for a minimum of 30 hours per week, except in a minority of cases where employment must be for more than 16 hours per week. In these circumstances, the length of the apprenticeship will need to be increased accordingly to ensure the apprentice has gained the required level of skills and knowledge to do the job.

## Funding

Apprenticeship funding is available from the National Apprenticeship Service (NAS). The size of the contribution varies depending on your sector and the age of the candidate. If the apprentice is aged 16–18 years old, you will receive 100 per cent of the cost of the training; if they are 19–24 years old, you will receive up to 50 per cent; if they are 25 years old or over you may only get a contribution depending on the sector and area in which you operate.

## National Minimum Wage

A National Minimum Wage applies to all apprentices in the first year of their Apprenticeship. The minimum wage for apprentices is currently £2.65 per hour when they are working and in training.

Employers are free to pay what they like, but must ensure they are paying their apprentices the minimum wage. Research on apprenticeships show that the average salary is approx £170 per week.

## Employer Incentive

**AGE 16 to 24** helps employers offer young people employment through an Apprenticeship programme. They assist employers in recruiting a young apprentice by providing wage grants.

NAS will provide a £1,500 grant to eligible employers recruiting 16-24 year olds. This encourages employers to develop their business and take on new apprentices. Eligible employers are those who have never employed an apprentice before or who have not recruited one in the last 12 months.



## Apprenticeship Agreement

An Apprenticeship Agreement is a requirement between the employer and the apprentice at the beginning of an Apprenticeship. It must state that the apprentice will be undertaking an Apprenticeship in a particular skill, trade or occupation.

To find out more information, visit [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)