

# *Apprenticeship guide*

## EMPLOYERS

### #RETHINKAPPRENTICESHIPS

**APPRENTICESHIPS ARE EVOLVING. MAKE SURE YOUR BUSINESS ISN'T LEFT BEHIND. GET THE FACTS.**

Apprenticeships are going through a radical overhaul with employers designing new apprenticeship programmes for hundreds of

different job roles. With more and more diverse opportunities, there has never been a better time to rethink apprenticeships!



## Apprenticeship fundamentals

An apprenticeship is a mix of work and structured off-the-job training.

Apprenticeships are open to all ages, graduates and non-graduates and even existing employees looking to gain new skills to climb to the next step on the career ladder.

Apprenticeships go up to Masters' Degree Level and can include professional or chartered status.

Essentially, it is a long-term investment, where employers grow their own talented staff, on-the-job.

This means *your* employees understand *your* business methods and processes, but have the time to reflect on their practice, learn new theories and bring ideas and savings into your organisation so you stay competitive and grow.

**#RETHINKAPPRENTICESHIPS**

## The business impact of apprenticeships

**96%** of apprentice employers say their business has benefited

of employers feel that apprentices reduce staff turnover **80%**

**83%** of employers rely on their apprenticeship programme to provide the skilled workers needed for the future

of employers say that apprentices increase overall productivity **76%**

**59%** of employers say that training apprentices is more cost-effective than hiring skilled staff

All statistics in this guide are from The Benefits of Apprenticeships to Businesses, CEBR (2015)



## What are other businesses doing?

### GOUGHS SOLICITORS: LEGAL APPRENTICESHIPS

Goughs Solicitors, one of Wiltshire's leading law firms, is taking advantage of the changes to apprenticeships. Their programme attracts talented young people and offers a pathway into the legal profession without the need to move home or accrue debt.

Goughs' Level 3 Paralegal Apprenticeship scheme provides a foundation to develop their talent. On completion, apprentices can either work as Paralegals or apply to move onto a Solicitors Apprenticeship (which includes a fully funded law degree from the University of Law) or a Chartered Legal Executive Apprenticeship.

## RETHINK APPRENTICESHIPS TO EMPLOY & DEVELOP TALENT

### DSTL, PORTON DOWN: DEGREE APPRENTICESHIPS

The Defence, Science and Technology Laboratory (DSTL) is using degree-apprenticeships to train new recruits in niche skills and develop managerial prowess.

In fact, fifteen existing employees have become Degree-Management Apprentices. They are working together to share ideas and improve processes across DSTL.

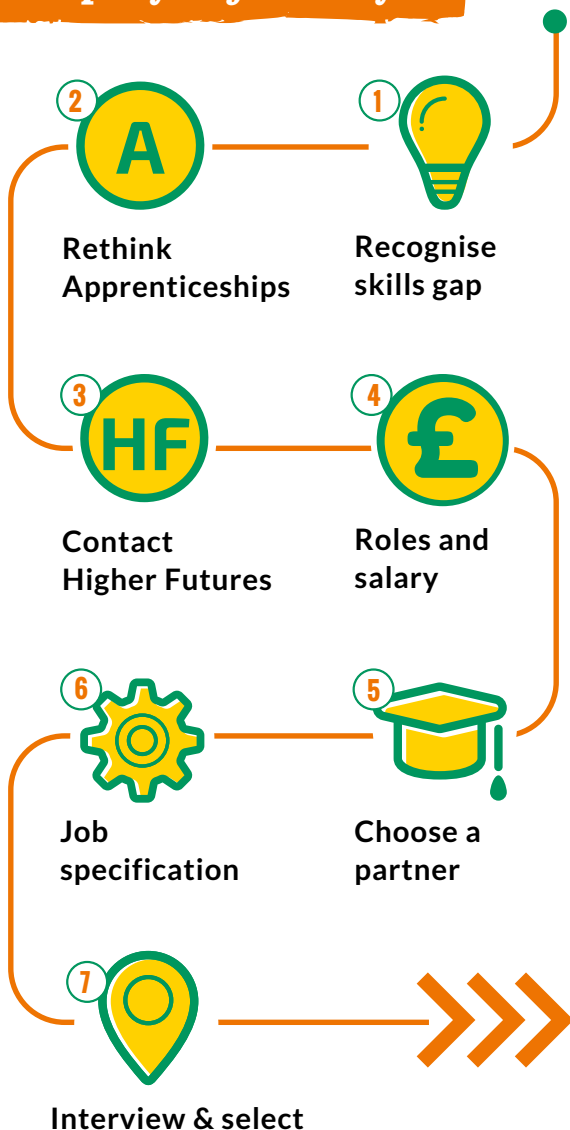


### TOP TIP...

Think about skills gaps in your organisation at all levels. Don't assume there isn't a programme to support your job roles. Apprentices provide a pipeline of talent for new and existing employees.



## Employer journey



## FURTHER INFORMATION

These apprenticeship steps are designed to give employers an overview of information to consider when setting out on a journey to fill skills gaps through apprenticeship training.

For more comprehensive guidance read the 'Employer Toolkit' at Higher Futures' website:

[www.higherfutureshub.co.uk/apprenticeships](http://www.higherfutureshub.co.uk/apprenticeships)



## 1 RECOGNISE SKILLS GAP

Struggling to recruit? Changes in technology? Want to up-skill existing staff? Consider training.

## 2 APPRENTICESHIPS?

Apprenticeships are evolving rapidly. Take the quiz to understand who is eligible and the range of job roles available via an apprenticeship: [www.apprenticesurvey.co.uk/employerquiz](http://www.apprenticesurvey.co.uk/employerquiz)

## 3 HIGHER FUTURES

Get bespoke, impartial advice on skills and apprenticeships. Higher Futures will analyse where training could help.

## 4 ROLES AND SALARY

Once you have analysed specific training needs, identify job roles and costs of apprentice training. <https://findapprenticeshiptraining.sfa.bis.gov.uk>  
Then decide on a salary band.

## 5 CHOOSE A PARTNER

Contact at least two training providers/colleges. Ask how they will deliver the training, who is responsible for what, which qualifications are included in the cost and how did they arrive at their price.

## 6 JOB SPECIFICATION

Write a job description and person specification that will appeal to the right audience. The 'Employer Toolkit' can help.

## 7 INTERVIEW & SELECT

Choose an apprentice that has attributes you can develop. You are investing long-term, not in immediate results.

## 8 EMPLOY & DEVELOP

An apprenticeship agreement is signed by the apprentice, the training provider and you.

*Now the real journey begins!*



## Cost Benefit Analysis

### APPRENTICE'S WAGES

Employers must pay the apprentice's wages whilst working and training.

The apprentice minimum wage is £3.70 an hour, but the higher you pay the more likely you'll have a choice of high-quality candidates.

### COST OF TRAINING

If you have a payroll of less than £3 million per annum (98% of businesses fall into this category) then you contribute a *maximum* of 10% of the training costs. The Government pays the other 90%.

This 10% contribution can range from £150 to £2,700 and is paid in instalments over the length of the apprenticeship programme.

This means you could access bespoke training and industry

recognised qualifications for your staff at a fraction of the price you might be paying at full-cost.

### TIME IN TRAINING

The apprentice is training at least 20% of their paid time. This means they are not on their workstation doing their day job, so could be considered 'unproductive' in this time.

However, studies have shown, on average, apprentices create a net benefit of £1,670 to businesses whilst training and a productivity gain of £10,280 (per year!) once qualified. These figures show that quality apprenticeships work.

### MENTORING TIME

You or your staff will need to show an apprentice how to do their day job, which does take time, but might not be as onerous as you think.

The training provider you select is responsible for designing each



apprentice's learning plan. They will meet with you and agree what that plan looks like, be responsible for the apprentice's learning and regularly check in with you.

Assigning a mentor to an apprentice is also an excellent way of giving existing staff more responsibility, teaches them new skills and has shown to improve general staff satisfaction.

## FINANCIAL INCENTIVES

All businesses are given £1,000 in two instalments for successfully employing a 16-18 year old apprentice and, if you employ less than 50 people, you do not have to pay the training costs either (the Government pays 100%).

The same financial incentives apply to employers that take on 16-24 year old care leavers or those with a disability that have an Education and Health Care plan. This is a good incentive to support less represented groups of people in

your business or demonstrate your *disability confident* credentials.

## NATIONAL INSURANCE

There are no employer national insurance contributions for apprentices that are under 25 years old.

If an apprentice is employed at £3.70 an hour this may not be a saving, but if you are looking at higher level apprenticeships or supporting promising staff into team leader and management roles, this alone could cover the training costs.

A small business employs a 21 year old on a three-year Degree-Apprenticeship. They pay the apprentice £19,000. The training cost is £900pa, yet the employer N.I. saving is £1,459pa.



## THE HUMAN SIDE

It's not just about business sense. You are giving someone an opportunity to develop too.



# EMPLOYERS

## Apprenticeship advice



### REGIONAL SUPPORT - HIGHER FUTURES

[www.higherfutureshub.co.uk/business](http://www.higherfutureshub.co.uk/business)

01225 756174

Higher Futures is part of Swindon & Wiltshire Local Enterprise Partnership. It has been set up to provide impartial advice to individual businesses on higher skills and apprenticeships.

Swindon & Wiltshire Apprenticeships Employer Toolkit can be found here: [www.higherfutureshub.co.uk/apprenticeships](http://www.higherfutureshub.co.uk/apprenticeships)



### NATIONAL APPRENTICESHIP SERVICE

[www.gov.uk/take-on-an-apprentice](http://www.gov.uk/take-on-an-apprentice)

0800 015 0600 (option 1)

The National Apprenticeships Service is the Government's advice hub. They can give you general information on apprenticeships and provide further guidance as you explore the options now available to employers.



### EXPLORE WHICH JOBS HAVE APPRENTICESHIPS

[www.instituteforapprenticeships.org](http://www.instituteforapprenticeships.org)