



RUNSHAW COLLEGE



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**Apprenticeships**

# The Benefits of Recruiting an Apprentice

Jane Vout – **Employer Relationships Manager** – Runshaw College  
Charlotte Ward – **Employer Relationships Coordinator** – Runshaw College



# What is an Apprenticeship?

- An apprenticeship is a “real job” with “formal training”
- Apprenticeships are open to all ages 16+
- An apprenticeship enables individuals to gain qualifications and essential skills whilst working in their chosen sector
- Businesses can recruit new staff through an apprenticeship
- Businesses can access apprenticeships for their existing staff to develop



# Which sectors would benefit from hiring an Apprentice?

- Business, Admin, Finance, Marketing and Law
- Digital companies or those who have a use for digital roles
- Arts, Media and Publishing
- Engineering and mechanical companies
- Construction and planning
- IT and technology
- Education and Training
- Health, public services and care
- Science/Laboratory
- Agriculture, Horticulture And Animal Care
- Hospitality & Catering
- Leisure, Travel And Tourism
- Management & Professional
- Motor Vehicle



# Levels of Apprenticeship

## Apprenticeship Level

- 2
- 3
- 4&5
- 6
- 7

## Equivalent

- 5 GCSE passes at grade A\* to C or 9 to 4
- 2 A Level passes
- Foundation Degree / HNC/D
- Bachelor's Degree
- Master's Degree

*Apprenticeships must last for a minimum of 12 months. The duration of an apprenticeship typically increases based on the level or if the apprentice is part time.*



# Apprenticeships - how do they work?

Employer chooses to recruit an apprentice and / or upskill exiting employee/s

The employer searches for a College or Training Provider to deliver the apprenticeship.

<https://www.apprenticeships.gov.uk/employer/choose-training-provider>

<http://www.lancsforum.co.uk/sorted/>

College / Training Provider will screen and select potential apprentices for your consideration. Existing staff will be checked against entry requirements and eligibility for the programme. All apprentices must meet set entry & eligibility requirements.

Apprentices will be assessed in the work place and for certain apprenticeships attend college on day release.

Assessors will conduct work place visits every 4 – 6 weeks. This is in addition to learners attending college on day release if relevant for that particular apprenticeship.



# Eligibility and Requirements

- Apprentices must be 16+
- Apprentices will take an initial assessment to ensure they are capable of working to the level of the set apprenticeship.
- Apprentices prior learning will be checked and certificates requested when applicable.
- Apprenticeships are based on the apprentice working 30 hours per week (contracted hours). If the apprentice works less than 30 contracted hours the duration of the apprenticeship will be extended.
- At least 20% of the apprentices contracted weekly hours must include off-the-job training – this can include day release to college or work based learning (this must be paid).



# Employers Responsibilities

These responsibilities may include, but are not limited to:

- Paying your apprentice an agreed upon wage (must at least meet the National Apprenticeship minimum wage - £3.90)
- Providing employment and the necessary training for the duration of the Apprenticeship
- Allowing 20% off-the-job training
- Attending learner progress reviews
- Releasing the learner to attend training sessions if required
- Providing a safe workplace
- Showing commitment to equal opportunities
- Providing a written contract of employment and induction programme
- Providing a suitable member of staff to undertake the role of a mentor, tutor or witness to the learners competence



# 20% Off-The-Job Training

The definition of 'off-the-job training' is set out in the ESFA [apprenticeship funding rules](#) and is reproduced below:-

*“Off-the-job training is a statutory requirement for an English apprenticeship. It is training which is received by the apprentice, during the apprentice’s normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the approved apprenticeship referenced in the apprenticeship agreement. By normal working hours we mean paid hours excluding overtime.*

*“It is not on-the-job training which is training received by the apprentice for the sole purpose of enabling the apprentice to perform the work for which they have been employed. By this we mean training that does not specifically link to the knowledge, skills and behaviours set out in the apprenticeship.”*

(Source: <https://www.gov.uk/government/publications/apprenticeships-off-the-job-training>)



# Examples of Off-The-Job Training



(Source: <https://www.gov.uk/government/publications/apprenticeships-off-the-job-training>)



# 20% Off-The-Job Training

*If it is unclear whether an activity is off-the-job training there is an easy way to check.*

## **There are four key tests:**

- Is the person signed up to the apprenticeship programme?
- Is the activity directly relevant to the apprenticeship?
- Is the activity teaching new knowledge, skills and behaviours?
- Is the learning taking place in the apprentice's normal working hours?

If the answer to all four questions is 'yes' then the activity can be regarded as off-the-job training.



# How are Apprenticeships funded?

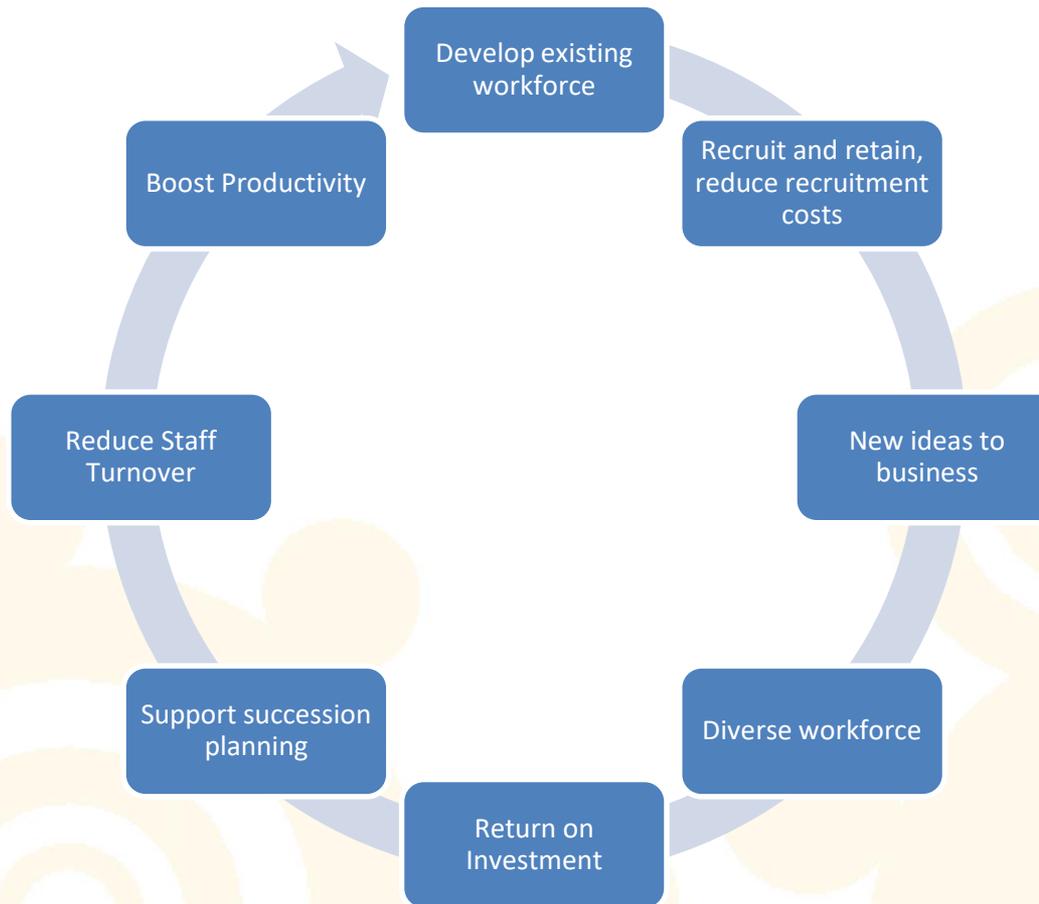
- Apprenticeship Levy
- Co-Investment – 5% employer contribution
- Fully funded – 16-18, small employer

	Learner Under 19 (at training start date)	Learner 19+
LEVY	Funded through Levy	Funded through Levy
Employer Less than 49 staff	Fully funded	5% employer contribution
Employer more than 49 staff	5% employer contribution	5% employer contribution

When employers take on a 16-18 year old on an apprenticeship framework or standard, they receive £1,000 to help meet the extra costs associated with this. This will be paid to employers in two equal instalments at 3 months and 12 months.



# Benefits of an Apprenticeship – Employers



# Benefits of an Apprenticeship – Apprentices



# What are the benefits of hiring an Apprentice?

*Don't just take our word for it,  
however!*

*The following data, used and  
compiled by the National  
Apprenticeship Service, should  
help...*



# What are the benefits of hiring an Apprentice?

- **96%** of employers that take on an apprentice report benefits to their business.
- **80%** of companies who invest in apprentices reported a significant increase in **employee retention**.
- **81%** of **consumers favour** using a company who employ an apprentice.
- **77%** of employers believe Apprenticeships make them **more competitive**.
- **72%** of businesses report improved **productivity** as a result of employing an apprentice.
- **76%** of companies who employ apprentices agree they make their workplace more **productive**.
- **92%** of employers who employ apprentices believe Apprenticeships lead to a more **motivated** and **satisfied** workforce.
- **83%** of employers who employ apprentices rely on their Apprenticeship programme to provide the **skilled workers** that they need for the future.
- Over three-quarters of respondents expect Apprenticeships to play a bigger part in their **recruitment** in the **future**.
- Employers who take on a 16-18-year old apprentice may be eligible for **100% funding\*** towards training costs, but must pay their salary.



# Training providers will offer you...

- A bank of talented, motivated and enthusiastic candidates wishing to both gain qualifications and employment
- A dedicated, professional team of staff and industry-led Trainer Assessors
- A wealth of experience providing the successful delivery of a wide range of apprenticeships
- Excellent levels of advice, support and guidance for both you and your apprentice
- Continued support and updates of any important changes to the National Apprenticeship Programme
- Proactive efforts to ensure that the best and most up to date apprenticeships are available for your business



# Useful Links

- The funding rules of off-the-job-training:  
[www.gov.uk/government/publications/apprenticeshipfunding-and-performance-management-rules-2017-to-2018](http://www.gov.uk/government/publications/apprenticeshipfunding-and-performance-management-rules-2017-to-2018)
- Where can I find examples of good practice? The government guidance on off-the-job training contains a number of early examples of best practice from employers: [www.gov.uk/government/publications/apprenticeships-off-the-job-training](http://www.gov.uk/government/publications/apprenticeships-off-the-job-training)
- THE ESFA audits rules:
- <https://www.gov.uk/government/collections/sfa-financial-assurance-demonstrating-appropriate-use-of-funds>



# Further information

**If you have any  
questions  
please come  
and speak to us  
at the end of  
the session.**

Jane Vout

[vout.j@runshaw.ac.uk](mailto:vout.j@runshaw.ac.uk)

07710 163 987

Charlotte Ward

[ward.c@runshaw.ac.uk](mailto:ward.c@runshaw.ac.uk)

07776 659 293

[www.runshaw.ac.uk](http://www.runshaw.ac.uk)

