

BBGA APPRENTICESHIP BRIEF

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# What is an apprenticeship?

An apprenticeship is a genuine job with an accompanying assessment and skills development programme. It is a way for individuals to earn while they learn gaining valuable skills and knowledge in a specific job role. The apprentice gains this through a wide mix of learning in the workplace, formal off-the-job training and the opportunity to practise new skills in a real work environment. Apprenticeships benefit employers and individuals, and by boosting the skills of the workforce they help to improve economic productivity.



# How do they work?

Apprentices must spend at least 6 hours of their time on off-the-job training, however, they may need more than this if, for example, they need training in English and maths.

It can cover practical training such as shadowing, mentoring, industry visits and attending competitions. On-the-job training helps an apprentice develop the specific skills for the workplace and they should be supported by a mentor. Once an apprentice completes their apprenticeship they should be able to demonstrate that they can perform tasks confidently and completely to the standard set by industry.





# Who are they for?



Individuals over the age of 16, spending at least 50% of their working hours in England over the duration of their apprenticeship and not in full-time education can apply for an apprenticeship.

Employers can offer apprenticeships to new entrants or use them to grow talent from among current employees.

Apprenticeships equip individuals with the necessary skills, knowledge and behaviour they need for specific job roles, future employment and progression

# Benefits

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

Employers who have an established apprenticeship programme reported that productivity in their workplace had improved by 76% whilst 75% reported that apprenticeships improved the quality of their product or service. Other benefits that apprenticeships contribute towards include:

- increasing employee satisfaction
- reducing staff turnover
- reducing recruitment costs





# Your responsibilities

There must be a genuine job available with a contract of employment long enough for an apprentice to complete their apprenticeship.

Employers must pay an apprentice's wages and the role must help them gain the knowledge, skills and behaviours they need to achieve the apprenticeship with support from the employer.

Employers need to have:

- an apprenticeship agreement in place with their apprentice for the duration of the apprenticeship
- a commitment statement signed by the apprentice, their employer and the provider
- a written agreement with providers, for employers who pay the apprenticeship levy and use the apprenticeship service, they will need to have a contract for services with their main provider
- an apprenticeship in place for at least one year
- the apprentice on the correct wage for their age, for the time they are in work, in off-the-job training and doing further study

# Apprenticeship levy

If you're an employer with a pay bill over £3 million a year, you must pay the apprenticeship levy from 6 April 2017.

The levy will give employers control of their training, agree a total price for each apprenticeship, which includes the costs of training and assessment. In England\*, the government will top up employers' levy with an extra 10%, paid directly to employers' apprenticeship accounts.

An employer's pay bill is made up of the total amount of the employees' earnings that are subject to Class 1 National Insurance contributions, such as:

- wages
- bonuses
- commissions
- pension contributions

# Non – levy

What about non-levy-paying employers? Employers with a pay bill of less than £3 million a year will not need to pay the levy.

At least 90% of non-levy-paying employers' apprenticeship training and assessment costs in England will be paid for by the government. The government will ask these employers to make a 10% cash contribution to the cost, paid directly to the provider, and the government covers the rest (up to the maximum agreed funding band).





## RESOURCES

<https://www.instituteforapprenticeships.org/apprenticeship-standards/>

<https://www.gov.uk/employing-an-apprentice>

<https://www.apprenticeships.gov.uk/employers/understanding-apprenticeship-benefits-and-funding>



FINALLY

If people develop themselves they are more likely to succeed in their life, their business and their industry.