

Employer Guide



2017 to 2018

Ring us today

**Start Training
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Our service supports the delivery of apprenticeships and traineeships in the Lancashire area. We offer free, impartial advice and support to employers looking to recruit for the first time or expand their programme.

Our services generate a more highly skilled workforce through apprenticeships, traineeships and awards, which create opportunity, support development and showcase excellence. Our endeavours enable us to:

- Transform the lives of your staff.
- Stimulate growth and strengthen the economy

We work with businesses of all sizes to analyse training needs, identify relevant apprenticeships and the best way of providing the training. We provide a responsive and customer-focused web and telephone service which offers a high quality, tailored experience to each employer.

The business benefits

The benefits of apprenticeships are becoming increasingly obvious to more and more businesses. Work-based learning (WBL) has come into prominence in recent years to depict a wide range of employability skills which increasingly employers and educational institutions are recognising as desirable to complement academic knowledge and skills so as to enable individuals to be better skilled and hence more productive in the workplace.

It's a fact that apprenticeships develop a motivated, skilled and qualified workforce. Businesses that offer apprenticeships view them as beneficial to their long-term development. According to the British Chambers of Commerce, most employ an apprentice to improve the skills base within their business.

All the support you'll need

We do everything we can to make taking on an apprentice as simple as possible. Our employer teams will be there to help you through the process, along with a dedicated website, telephone service and free impartial advice.

Over
250,000
workplaces in England
offer apprenticeships.



Apprenticeships make GREAT business for employers of all sizes

The facts

82%

Building skills

82% of employers take on apprentices to build the skills capacity within their business



75%

Lower recruitment costs

75% of apprentice employers say the programme has helped cut recruitment costs. 80% say that apprenticeships will play a bigger part in their recruitment policy.

88%

Increased employer satisfaction

88% of apprentice employers believe they lead to a more motivated and satisfied workforce, leading to greater loyalty and quality.

Sources: 2011 British Chambers of Commerce, Populus research commissioned by the National Apprenticeship Service and Productivity Matters, Centre for Economic and Business Research, 2013.



80%

Reduced staff turnover

80% of employers feel that apprenticeships reduce staff turnover

81%

Attractive to customers

81% of customers favour companies that employ apprentices.



81%

Greater productivity

81% of apprentice employers say they make their business more productive. The average apprenticeship completer increases business productivity by £214 per week.

What is an apprenticeship?

An apprenticeship is a way for young people and adult learners to earn while they learn in a real job, gaining a real qualification and a real future.

Hiring apprentices help businesses to grow their own talent by developing a motivated, skilled and qualified workforce.

Apprenticeships are available to businesses of all sizes and sectors in England, and can last anything from 12 months to 4 years.

They are linked to job roles or occupations – some 1,500 of them across 170 industries, so we make sure that every apprenticeship is relevant and appropriate both for the apprentice and the business.

There are three levels of apprenticeships available:

Intermediate Level Apprenticeship

(Level 2) – equivalent to five A*-C GCSEs.

Advanced Level Apprenticeship

(Level 3) – equivalent to two A Levels.

Higher Level Apprenticeship

(Levels 4–7) - equivalent to a foundation degree and above.

Traineeships

A separate education and training programme with work experience helping prepare young people to secure an apprenticeship or other job. Traineeships are covered on page 11 in this guide.



We as the training organisation will work closely with you the employer to ensure that the apprenticeship offered is the most appropriate for the individual's job role, whilst reflecting on you as the individual employer and taking into account the learner needs. The apprentice will learn the skills your business needs while making an essential contribution to your company.

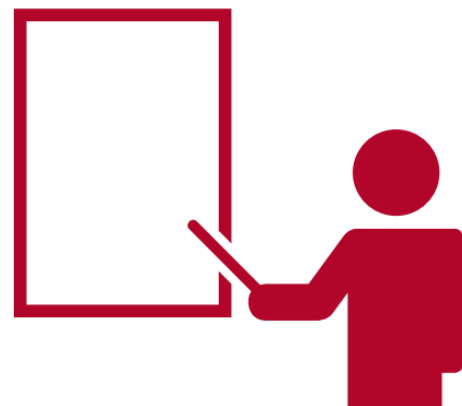
Most of the training is on-the-job, working with an assessor to learn job specific skills in the workplace. Apprenticeships are a great way to source the perfect talent that you may not have otherwise found; By opening access to a broader talent pool, apprenticeships can help you to attract a more diverse workforce;

Off-the-job training will depend on the occupational area, and the requirements and wishes of you as the employer. This training may be delivered in the workplace, through 'day release' or at our premises away from the working environment. You get to choose your apprentice's learning, so you can be sure that your apprentice is learning the skills your company needs; Apprenticeships are an ideal way to ensure the next generation of employees have the skills you need. Through flexible training, an apprentice's learning is tailored and can learn from the experts within your company to keep the skills of your company alive.

The modular style of delivery will enable the apprentice to achieve milestones throughout their apprenticeship.

On completion of the apprenticeship the apprentice must be able to undertake a full range of duties, in the range of circumstances appropriate to the job, confidently and competently to the standard set by the industry. They will also complete Functional skills in Maths, English and ICT

Employment is a fundamental part of an apprenticeship. An apprentice must be employed in a job role with a productive purpose.



What are the employer responsibilities?

As the employer you must give your apprentice an induction into their role and provide on-the-job training. You are responsible for paying your apprentice's wages and issuing their contract of employment. As an employee, the apprentice receives the same benefits as other employees.

We recognise that safeguarding and promoting the welfare of all learners and in particular young people and vulnerable adults goes beyond implementing basic child protection procedures. In order to protect the learners working with us, we recognise that we need to provide a safe learning environment, free from health and safety risks, free from bullying and harassment and promoting good practice in all of our work. As part of this we are committed to informing and updating employers and partners, sharing good practice and constantly reviewing our provision, seeking development through Ofsted learner and employer voice feedback

The minimum hours of employment for an apprentice should be at least 30 hours per week. By exception, where the individual's circumstances or the particular nature of employment in a given sector makes this impossible, then an absolute minimum of 16 hours must be met. In such cases the duration of the apprenticeship will be extended.

All apprentices must have an Apprenticeship Agreement between the employer and the apprentice. We will provide this for you once you have recruited an apprentice.



* As at October 2015. This rate is for apprentices aged 16 to 18 and those aged 19 or over who are in their first year. All other apprentices are entitled to the National Minimum Wage for their age.

Who is involved?

88%

of employers were satisfied and 69% very satisfied, with the relevance of the training.

You as the employer, us as the training provider and apprentice and the Education and Skills Funding Agency.

The Education and Skills Funding Agency has given us a quality assured and we are contracted to deliver apprenticeship training.

You as the employer will work with us as the training organisation to support the delivery of the training programme, we will carry out the assessment and deliver the additional skills and knowledge training required to complete the framework, through an agreed training plan.



What funding is available to an employer towards training costs?

The size of the contribution varies depending on your sector and the age of the apprentice at the start of the training:

- 100 percent of the cost of apprenticeship training if the apprentice is aged 16–18 years old.
- A contribution towards the cost of training if the apprentice is aged 19 and over
- The Government has announced an additional £60m to fund higher apprenticeships which would cover the cost of the higher apprenticeship training element.

We will be funded by the Education and Skills Funding Agency to deliver the training.

You as the employers are responsible for paying the apprentice(s) wages.

The National Audit Office (NAO) concluded that for every £1 of public funding, advanced and intermediate apprenticeships generate estimated economic returns of £28 and £26 respectively.

Apprenticeship Grant for Employers of 16 – 24 year olds (AGE Grant)

You may be eligible for an AGE grant if:

- you're a small (those with fewer than 50 staff) sized employer
- your apprentice is aged 16 to 24.
- you have not employed an apprentice in the last 12 months.

The grant aims to support businesses who would not otherwise be in a position to recruit individuals aged 16 to 24 into employment through the apprenticeship programme.

By working with us the approved Government-funded training organisation, you can receive up to five grants in total. All they ask is that an apprentice has not started with you in the last year. Businesses that have received the grant have used it for equipment, accommodation and additional specialist training.

The grant is available for apprenticeship starts up to and including 31 December 2015, subject to eligibility and availability.

Apprenticeship Funding Grant for Employers (AGE) of 16 to 24 year-olds

AGE 16-24 is a funding grant aimed at supporting businesses to grow by employing young people through an Apprenticeship programme. For each apprentice employed, employers can claim a funding grant of £1500, up to a total of £15,000. This is in addition to the training costs of the Apprenticeship framework which are met in full for young people aged 16 to 18 and 50% for those aged 19 to 24. Eligible employers are those with up to 1000 employees that have never employed an apprentice before or who have not recruited one in the last 12 months.

Contact the National Apprenticeship Service on freephone 08000 150 600 to check if you're eligible and apply.



Traineeships

If you are interested in taking on young people who are not quite 'work ready' then offering a traineeship could be the solution.

What is a Traineeship?

Traineeships give young people, aged 16 to 24, the essential work preparation training, English and maths skills and work experience they need to get an apprenticeship or other job in the future.

Businesses are required to:

- offer at least 100 hours work placement over a maximum of six months
- enable the young person to develop new skills and behaviours.
- provide a real workplace experience and structured opportunity
- give a meaningful exit interview and reference.

Traineeships are very flexible and tailored to the needs of the business and the individual.

All training costs are met by Government funding.

Employers are not required to pay the young person taking part in the traineeship but may support trainees with expenses such as transport and meals.

Traineeships are a stepping stone to future success.

Please contact us if you can offer a young people with real workplace experience



How do I recruit an apprentice?

Your existing staff can become apprenticeships – so long as you employ them for over 16 hours a week



Have a vacancy and want to discuss apprenticeship?
Ring us today and we will work with you to help you select your chosen candidate

Just follow these three easy steps.

Step 1

Decide on your requirements and we will recruit the right candidate through our free Find an Apprenticeship service.

Step 2

Deliver the apprenticeship, working with us to reduce the burden on your business to help develop the skills base of your business.

Step 3

Develop your apprentice and enter them into awards and competitions to put your business on the map.

There has never been a better time to employ an apprentice.

Who are the Education and Education and Skills Funding Agency (SFA) -

<https://www.gov.uk/government/organisations/education-and-skills-funding-agency>

The new, single funding agency - to be called the Education and Skills Funding Agency - will sit within the Department for Education and begin to operate from April 2017.

The new body will continue to carry out the roles of the Education Funding Agency and Skills Funding Agency and will therefore be responsible for effectively and efficiently overseeing:

- the funding of education for pupils aged 5 to 16
- education and training for those aged 16 to 19
- apprenticeships and adult education
- managing school building programmes

Its responsibilities cover these functions in England.

Secretary of State for Education Justine Greening said:

Creating the Education and Skills Funding Agency will mean we are able to provide a more joined-up approach to funding and regulation of schools, colleges and other providers, with improved accountability and better service.

We will be working closely with our staff, unions, stakeholders and the education sector to finalise and deliver our plans for the new agency.

Current chief executive of both agencies, Peter Lauener, has announced that he intends to retire following the merger and plans to recruit a successor are under way. Mr Lauener will carry on as chief executive of the Education and Skills Funding Agency until a permanent replacement has been recruited and is in place.

What is the European Social Fund (ESF) – (www.dwp.gov.uk/esf)

The European Social Fund (ESF) is designed to improve the skills of the workforce and to help people who have difficulties finding work. ESF provides additional investment to support and enhance Education and Skills Funding Agency activity, to enable disadvantaged people to access and benefit from employment and skills opportunities.

In the current ESF programme running from 2007-13, the Education and Skills Funding Agency is responsible for ESF learning provision to the 19+ age group. It also manages ESF provision as a shared service for the Young People's Learning Agency (YPLA) and local authorities.

For adults, ESF will secure programmes for unemployed and economically inactive people, particularly providing support for those affected by the economic downturn, such as Response to Redundancy. ESF will also contribute additional and enhanced provision to mainstream programmes such as Apprenticeships.

For young people, ESF will support young people in jobs without training who are at risk of becoming 'not in education, employment or training' (NEET). This provision will enable them to gain skills and knowledge that will improve current and future employment or learning. ESF will also secure learning provision for specific groups of disadvantaged young people, particularly NEET, narrowing the attainment gaps between advantaged and disadvantaged young people.

Employer Financial Contributions

Over the next funding year Her Majesty's Government (HMG) will be making contributions towards your learner's training. The Education and Skills Funding Agency also expect employers to make a financial contribution towards the cost of Apprenticeships which will have been discussed and explained to you by our Business Development Team prior to the sign up of your learner.

We rely on your support to ensure that your learner fully completes all components of their Apprenticeship qualification within the required timescale. We are penalised by the Education and Skills Funding Agency when learners withdraw from their Apprenticeship early without achieving all the elements of the Apprenticeship framework.

For more information



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