



APPRENTICESHIPS A GUIDE FOR EMPLOYERS



**BE
PART
OF IT.**

Middlesbrough
Community Learning

 **Apprenticeships**

 **Middlesbrough**
moving forward

GUIDANCE FOR EMPLOYERS

Apprenticeships are work-based training programmes designed around the needs of employers, leading to nationally recognised qualifications.

Apprenticeships can be utilised to train both new and existing employees – you pay the apprentice’s wages, the government will fund or co-fund the training costs.

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.

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USEFUL CONTACTS:



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Middlesbrough Community Learning is committed to making the process of employing an apprentice as easy as possible.

If you would like to talk through any of the details involved with taking on an apprentice, or would like to sign up to our scheme today, then contact Kevin Sedgwick on **01642 811427** or e-mail kevin.sedgwick@maes.ac.uk

EMPLOYER CHARTER

Our Employer Commitment - We Will:

- Provide advice and guidance relating to all of our services
- Manage all areas of apprenticeship recruitment and interviews
- Assist with all relevant documentation
- Advise and guide on current employer funding and incentives
- Provide a contract for employers and apprentices
- Complete all apprentice enrolment documentation
- Provide continuous support for the apprentice and employer
- Offer advice on Health & Safety and employment legislation
- Be open, honest and impartial with our advice and guidance
- Offer best solutions and refer to partners when appropriate
- Be approachable and flexible to employer and apprentice needs



ABOUT APPRENTICESHIPS

Middlesbrough Council's Apprenticeship Team, via Middlesbrough Community Learning, offer a supportive environment, we ensure that all Apprentices receive a quality learning experience and that your workforce has the practical skills and qualifications your organisation needs now and in the future.

The combination of on and off the job learning ensures that your staff gain the skills that work best for your business.

An apprentice will be employed and earn a wage whilst they work alongside experienced staff to gain job-specific skills. Anyone who is living in England, over 16 years-old and not in full-time education can apply. There are different levels of apprenticeships available, at Middlesbrough Community Learning we will work with you and your staff to achieve them.

An apprenticeship combines on-the-job training with studying – normally on a 'half day release' basis once a week, varying from programme to programme.



“ EMPLOYERS CAN OFFER APPRENTICESHIPS TO NEW EMPLOYEES OR USE THEM TO DEVELOP TALENT AND PROGRESS CURRENT STAFF. ”

APPRENTICESHIP LEVELS EXPLAINED

NAME	LEVEL	EQUIVALENT EDUCATIONAL LEVEL
Intermediate	2	5 GCSE passes at grades A* to C
Advanced	3	2 A level passes
Higher	4, 5, 6 & 7	Foundation degree and above
Degree	6 & 7	Bachelor's or Master's degree

Middlesbrough Council Community Learning offer apprenticeship training in the following vocations:

Business Administration	Level 2 & 3
Customer Service Practitioner	Level 2 & 3
HR Support	Level 3
Supporting Teaching and Learning in Schools	Level 2 & 3
Public Service Operational Delivery Officer	Level 3
Property Maintenance Operative	Level 3
Area Care & Environmental/Horticulture	Level 2 & 3
Hospitality Team Member	Level 2
Event Assistant	Level 3
Retailer	Level 2
Retail Team Leader	Level 3
Junior Content Producer	Level 3
Assistant Accountant	Level 3
Supply Chain Operator/Warehouse Operative	Level 2
Team Leading	Level 2
Team Leader/Supervisor	Level 3
Operational/Departmental Manager	Level 5
Maths and English GCSE and Functional Skills	

“ BUSINESSES REPORT AN AVERAGE INCREASE IN PRODUCTIVITY OF £214 A WEEK WHEN THEY HIRE APPRENTICES. ”





HOW DO THEY WORK?

Apprentices must show evidence at least 20% of their time on off-the-job training, however, they may need more than this if, for example, they require qualifications in English and maths.

A working partnership between the employer and training provider will result in an off the-job training plan. Delivery may include regular day release, block release and special training days or workshops.

It must be directly relevant to the apprenticeship framework or standard and can be delivered at the apprentice's normal place of work as long as it is not part of their normal working duties.

It can cover practical training such as shadowing, mentoring, industry visits, attending competitions or industry specific lectures and seminars. On-the-job training helps an apprentice develop their skills for the workplace and they should be supported by a mentor.

When an apprentice completes their apprenticeship they will be able to demonstrate that they can perform tasks confidently and completely to the standard set by industry.

EMPLOYER 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.

WHY CHOOSE US?

Middlesbrough
Community Learning

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When you choose Middlesbrough Community Learning, you can be confident of gaining fully-trained apprentices of the highest calibre. We have an employer satisfaction rate of 95%.

Our training is delivered by our own experienced team of specialist staff who ensure our apprentices have the right skills and knowledge across a range of different industries.

- **Tailored training programme to fit your business needs.**
- **Assist and manage recruitment of enthusiastic and capable apprentices.**
- **Individual mentoring and support to ensure apprentices reach their full potential.**

THE 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

Employers are not required to pay National Insurance or Pension Contributions for apprentices under the age of 25 on earnings below the higher tax rate of £827 a week (£43,000 a year). Incentives of £1,000 are available to an employer when they train a 16 to 18-year-old apprentice, other incentives may be available for apprentices aged 19+.

“ IN 2016/17
ALMOST 1/2
MILLION
APPRENTICESHIP
STARTS WERE
DELIVERED BY
EMPLOYERS IN
ENGLAND. ”

NON LEVY AND LEVY BUSINESSES

Non levy

Employers with an annual pay bill of less than £3 million will not pay the apprenticeship levy.

An employer with less than 50 staff who employs a 16-18 year old Apprentice will be 100% funded by the government (no – co-funding is required)

An employer with over 50 staff who is not a levy payer will receive 90% of the costs for apprenticeship training and assessment paid for by the government, with an employer contribution making up the final 10%. This 10% is also required if the Apprentice is aged 19 or older.

Levy

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

You will report and pay your levy to HMRC through the PAYE process. The levy will not affect the way you fund training for apprentices who started an apprenticeship programme before 1 May 2017.

You'll need to carry on funding training for these apprentices under the terms and conditions that were in place at the time the apprenticeship started.

Levy funds will create opportunities for young people across the country, delivering the skills British businesses need. 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 employee's earnings that are subject to Class 1 National Insurance contributions, such as:

- Wages
- Bonuses
- Commissions
- Pension contributions

RECRUITING AN APPRENTICE

Stage 1:

Complete the vacancy template with assistance from the Apprenticeship team.



Stage 2

The Skills Funding Agency may contact you to verify your company details.



Stage 3

We will upload your vacancy on the National Apprenticeships Service website.



Stage 4

If you want to recruit an apprentice, Middlesbrough Community Learning will help you advertise the positions for free on the vacancies section of the National Apprenticeships Service website.

This will allow candidates looking for an apprenticeship to find and apply for your vacancy, and help you to identify candidates that match your criteria.



Stage 5

Once they have applied and if their application was successful they will be invited into our recruitment centre which occurs weekly on a Wednesday afternoon.

They will have a pre-assessment screening carried out by one of our apprenticeship team learning advisors.

They will be asked a variety of questions about apprenticeships and the role they have applied for.

If they are successful we will send their application to you where you will then shortlist the applications.



Stage 6

Attend a formal interview with yourself the employer. They will be fully prepared for this, attending one of our interview preparation sessions.



FAQ'S

What do I do if my apprentice is of sick?

Initially you need to contact their assessor to make them aware of their absence, in terms of sick pay you will follow your own policy and procedures for your existing staff.

What happens if my apprentice is under performing?

Your first step is to contact the assessor who will discuss your concerns and if necessary arrange an information advice and guidance meeting. Should this be a serious disciplinary issue, again you will contact the assessor but following your own disciplinary policy and procedures.

What are the benefits of the Apprenticeship scheme to my business?

Skills shortages and staff retention are still among the biggest risks to UK businesses.

Apprenticeships can help businesses across all industries by offering a cost effective route to attract fresh talent and to invest in workforce development.

Over 130,000 businesses across the UK currently offer Apprenticeship training to their employees, with 20% of employers hiring more Apprentices to help them through the tough economic climate.

96% of employers that take on an apprentice report benefits to their business and 70% of employers report higher productivity and improved quality of products / services.

Are Apprenticeships only applicable for new recruits?

No - Apprenticeship training can be accessed both by new recruits and existing staff to improve their skills and performance. All employees aged 16 years or over can access apprenticeship training.

Is there a limit to the number of apprentices an employer can have?

No - employers can take on as many apprentices as they can support.

What support do I need to provide to an Apprentice?

As a member of your workforce, the Apprentice will follow your normal HR policies and procedures and have access to the normal company induction and line management structures.

They will be assigned a training assessor, who will meet with them regularly during working hours, to review progress, coach and support the Apprentice, setting new tasks and ensuring that they are making good progress against the required standards.

It's also important that your Apprentice have a mentor within the workplace and receive regular feedback from their line manager, in order for them to improve and implement their skills effectively in the workplace.

What other services can Middlesbrough Community Learning offer?

As well as apprenticeships and maths and English qualifications, Middlesbrough Community Learning offer a range of training options for employers.

We deliver employability programmes for job seekers from the age of 16, covering all aspects to prepare the individuals for work.

We deliver bespoke training for individual employers, anything from 1st aid, health and safety, food hygiene, safeguarding, equality and diversity, prevent and professional development to introductory courses in customer service, supporting teaching and learning in schools, plus, many more.

We would welcome the opportunity to meet with your business to discuss your training needs.

OUR LEARNING LOCATIONS & OPENING HOURS



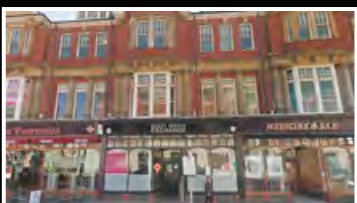
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MIDDLESBROUGH TOWN HALL

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T: 01642 729682
E: info@maes.ac.uk



MULTI MEDIA EXCHANGE

72 - 80 Corporation Road
Middlesbrough, TS1 2RF
T: 01642 354180 / 801485
E: info@maes.ac.uk




LINGFIELD COUNTRYSIDE CENTRE

Mount Pleasant Way, TS8 OXF
T: 01642 598446
E: info@maes.ac.uk

Opening Hours:

Monday - 8:00am - 5:00pm
Tuesday - 8:00am - 5:00pm
Wednesday - 8:00am - 5:00pm
Thursday - 8:00am - 5:00pm
Friday - 8:00am - 4:00pm



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