



# APPRENTICESHIPS: FACTS FOR EMPLOYERS

## Did you know

that you can use **Apprenticeships to upskill existing staff** of any age so long as they are employed for at least 30 hours per week. You don't need to change their salary either

## National Insurance Saving

For apprentices under the age of 25, employers are **exempt** from paying employer class 1 NI contributions on earnings below £967 per week. The saving can amount to several thousand pounds per apprentice

## Apprenticeships last a **minimum of 12 months**

Most apprenticeships take between 1 - 4 years to complete. It will depend on the level and delivery model of the apprenticeship.

## Apprenticeship Standards range from **level 2 to level 7**

There are apprenticeships right up to Master's Degree level, the directory of standards can be viewed online [www.instituteforapprenticeships.org/apprenticeship-standards/](http://www.instituteforapprenticeships.org/apprenticeship-standards/)

## Key facts you need to know

## Apprentices should receive **20% off-the-job learning**

this can include lectures, role playing, simulation exercises, online learning and manufacturer training, shadowing, mentoring, industry visits, time spent writing assignments and revision

## There is a **£1000 Apprenticeship Grant**

for Employers of 16- to 24- year-olds to supports businesses that recruit individuals into employment through the apprenticeship program

Employers who **do not** pay the Apprenticeship Levy contribute 5% towards the training (paid monthly over the length of the apprenticeship) unless the apprentice is under 21 years in which case the training is fully funded by Government

There are **almost 900** Apprenticeship standards aligned to job roles that employers can select from, linked to a directory of all the Training Providers approved to deliver them [gov.uk/employers-find-apprenticeship-training](http://gov.uk/employers-find-apprenticeship-training)

[worsapprenticeships.org.uk](http://worsapprenticeships.org.uk)  
[info@worsapprenticeships.org.uk](mailto:info@worsapprenticeships.org.uk)  
0300 666 3 666

 @worsapprentice

 /worsapprenticeships

**For more information visit**  
[gov.uk/employing-an-apprentice](http://gov.uk/employing-an-apprentice)

## WHAT IS AN APPRENTICESHIP?

An apprenticeship is a genuine job with training, allowing people to develop the knowledge, skills and behaviours they need to be occupationally competent. There are 4 Levels of Apprenticeships. They can be used to recruit new employees or retrain/upskill your existing workforce (16+ with no upper age limit). The training provider will make sure the individual being put forward for the apprenticeship meets all eligibility criteria before enrolment.

Name	Level	Equivalent educational level
Intermediate	2	5 GCSE passes at Grades A*- C or 9 - 4
Advanced	3	2 A level passes
Higher	4, 5, 6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or master's degree

There are over 900 apprenticeship standards covering job roles from entry level to senior management. There are different entry requirements depending on the industry, the job role and the apprenticeship level.

There are now over 400 Higher & Degree Apprenticeships for jobs such as Lawyer, Solicitor, Architect, Banking, Nursing, Midwife, Management, Quantity Surveying, Civil Engineering to name a few. These are great for upskilling and developing existing employees.

To start someone on an apprenticeship, the two key things you need to consider are what apprenticeship standard will fit your job role requirements and which training provider you will work with to deliver the apprenticeship.

### Apprenticeship standards, end point assessment and gateway

An apprentice can only pass and complete their apprenticeship if they pass the end-point assessment (EPA). They are assessed to check the knowledge, skills and behaviours they have learned throughout their apprenticeship. The end-point assessment organisation will be a separate organisation to the training provider, but the training provider will organise and guide through this.

End-point assessment is different for each apprenticeship standard. The end-point assessment plan will outline the end-point assessment for each apprenticeship and usually includes:

- > a practical assessment
- > a project
- > an interview and presentation
- > written or multiple choice tests

### Gateway

During a period called gateway, you and your training provider decide if your apprentice is ready to take their end-point assessment.

Before considering if your apprentice is ready, the apprentice must have:

- > completed the minimum duration of their apprenticeship
- > met the requirements set out in the end-point assessment plan

### Selecting a training provider

To find a training provider who can deliver the apprenticeship standard you want and in a way you prefer (day release, block release or all on the job) In Worcestershire you can ask the Worcestershire Apprenticeship Hub 0300 666 3666 for help with this or use the local search directory [worcsapprenticeships.org.uk/business-directory/](https://worcsapprenticeships.org.uk/business-directory/)

You can also use the national search directory: [www.gov.uk/employers-find-apprenticeship-training](https://www.gov.uk/employers-find-apprenticeship-training) to find training providers anywhere in the country but who will deliver the apprenticeship in Worcestershire for you.

### Advertising a vacancy and recruiting

Once you have discussed your requirements with your chosen training provider, a vacancy advert will be put together and appear on [gov.uk/apply-apprenticeship](https://gov.uk/apply-apprenticeship).

Once the vacancy is live on here it will automatically filter to Worcestershire Apprenticeship Hub vacancy page and Worcestershire Jobs website.

Employers can also advertise themselves on their own website, social media and any other way they attract new people.

Some training providers may have a pool of ready candidates, others will not and will wait for applications to come through the system in response to the vacancy advert. They can filter applications, carry out Initial Assessments, check eligibility and forward to you for interview. You also have the choice to receive all applications direct to yourself.

If you are planning to upskill an existing employee using an apprenticeship standard, all you need to do is identify the standard and search for a training provider who is approved to deliver it.

**If you need any help and advice with identifying standards and Training Providers, we are here to help so get in touch**

[worcsapprenticeships.org.uk](https://worcsapprenticeships.org.uk)  
[info@worcsapprenticeships.org.uk](mailto:info@worcsapprenticeships.org.uk)  
0300 666 3 666

 @worcsapprentice

 /worcsapprenticeships

**For more information visit**  
**[gov.uk/employing-an-apprentice](https://gov.uk/employing-an-apprentice)**