

# APPRENTICESHIP FACTS

FOR EMPLOYERS

## WHAT IS AN APPRENTICESHIP

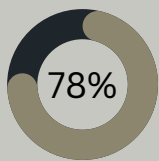
Apprenticeships are a practical way of learning, combining study with on the job training within your desired industry.



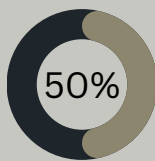
## BENEFITS OF HIRING

### AN APPRENTICE

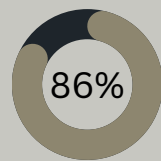
Increased employee satisfaction, reduced staff turnover, reduced recruitment costs. Employers also receive a financial incentive of up to £1000 for every Apprentice they recruit aged 16-18.



of employers said Apprenticeships improved productivity



of the Apprentice's working hours must be spent in England over the duration of the Apprenticeship (At least)



of employers said Apprenticeships helped them develop skills relevant to their organisation.

## OFF THE JOB

### LEARNING

This training can be conducted through various methods such as regular day release, block release, and special training days or workshops, as long as it is relevant to the Apprenticeship standard. The training may take place at the Apprentice's workplace, but it should not form part of their regular work duties. The off-the-job training includes practical training, such as shadowing, mentoring, industry visits, and attending conferences, and aims to develop the specific skills required in the workplace. Apprentices should be supported by a mentor throughout their training. By the end of the Apprenticeship, Apprentices should be able to demonstrate confidence in performing tasks at an industry-standard level.

## **EMPLOYER RESPONSIBILITIES:**

There must be a genuine job available with a contract of employment long enough for an Apprentice to complete their Apprenticeship. The job should pay the Apprentice's wages and provide opportunities for them to develop the necessary knowledge, skills and behaviours.

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.

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 post 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.
- Updates to average weekly hours and changes to working patterns must be logged and checked with the Training Provider.

## **THE APPRENTICESHIP LEVY**

If you're an Employer with a pay bill of more than £3m a year, you must pay the Apprenticeship Levy. You will report and pay your levy to HMRC through the PAYE process. Levy funds create opportunities for young people across the country, delivering the skills British businesses need. Employers will agree with their Provider a total price for each Apprenticeship, which includes the costs of training and assessment. In England, the government will top up Levy funds with an extra 10%, paid directly to Employers' Levy accounts. An Employer's pay bill is made up of the total amount of their employees' earnings that are subject to Class 1 National Insurance contributions, such as:

- Wages
- Bonuses.
- Commissions.
- Pension contributions

## **NON-LEVY EMPLOYERS**

Employers with a pay bill of less than £3m a year do not need to pay the levy. For non-levy paying Employers in England, at least 95% of the Apprenticeship training and assessment costs will be paid for by the government.

Employers are not required to pay National Insurance contributions for Apprentices under the age of 25 on earnings below the higher tax rate of £827 a week (£43,000 a year).

The government is offering additional support to organisations with fewer than 50 employees. For more details visit: [Apprenticeships.gov.uk](https://www.apprenticeships.gov.uk) Additional payments and funding that may be available