

## Apprenticeships Employer Key Facts

### What is an Apprenticeship?

An apprenticeship is a job with an accompanying skills development programme designed by employers in the sector. It allows the apprentice to gain technical knowledge and real practical experience, along with functional and personal skills, required for their immediate job and future career. These are acquired through a mix of learning in the workplace, formal off the job training and the opportunity to practice and embed new skills in a real work context. On completion of the apprenticeship the apprentice must be able to undertake the full range of duties, in the range of circumstances appropriate to the job, confidently and competently to the standard set by the industry.

### Who are they for?

The focus of an apprenticeship is on equipping individuals with the **new skills and learning** they need for their job roles and future employment and progression. It is appropriate for those moving into a new job or for individuals in an existing job where significant new knowledge and skills will be acquired through the apprenticeship.

### What does the training include?

An apprenticeship is not a qualification in itself, but a **'framework'** containing a number of separately certificated qualifications and courses, which cover the skills, competence and underpinning knowledge required for a job. A framework would generally consist of:

- A competence based element e.g. NVQ (National Vocational Qualification) / Diploma
  - A knowledge based element / Technical Certificate e.g. BTEC
  - Transferrable Skills e.g. Functional Skills in Communication, Application of Number, Information Technology, Working with Others & Improving Own Learning and Performance
  - Employment Rights and Responsibilities.
- Advanced level – based around NVQ/Diploma at level 3
  - Higher and Degree level – based around NVQ/Diploma at level 4 and above

An individual may progress from one level to the next or start direct on the Advanced level/Higher level if appropriate.

### How long will they last?

The duration of the apprenticeship will depend on the ability of the individual apprentice, the framework being followed and your requirements. Apprenticeships for apprentices aged 16 – 18 must last at least 12 months. For those apprentices aged 19 or over the apprenticeship should also last at least 12 months unless significant and relevant prior learning is recorded. Where this is the case the apprenticeship will not be less than 6 months. These are designed to be minimum durations and apprenticeships will often take considerably longer and should be based on the framework's recommended duration.

### What funding is available?

Apprenticeships are open to employed individuals of all ages. The training for young people between the ages of 16-18 is fully subsidised by the National Apprenticeship Service. Employers are expected to make a contribution to the cost of training for apprentices aged 19 years and over.

All apprenticeship frameworks are linked to **specific job roles or occupations**. The apprenticeship should be the one most appropriate to the individual's job role.

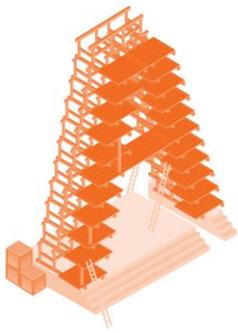
Further qualifications or enhancements, may be included within an apprentice's learning plan in consultation with them and you as the employer.

New arrangements have been put in place following the October 2013 announcement to reform apprenticeships so that they are more rigorous and responsive to the needs of employers. Apprenticeship standards will replace all frameworks by 2017.

### What are the different levels?

There are various levels of apprenticeships:

- Intermediate level – based around NVQ/Diploma at level 2



### **How do I recruit an apprentice?**

You may already have an individual in mind for your apprenticeship vacancy. If you don't there is a national online **Find an apprenticeship** recruitment site. This allows employers to advertise their apprenticeship vacancies free of charge and interested candidates can then apply for your vacancy online – your selected college/training provider can help you with this.

### **What are the contractual requirements?**

An apprentice must be **employed** in a job role with a productive purpose. The term 'employed' is defined as an individual who has a 'contract of employment'. This precludes individuals who are self-employed being described as employed for the purpose of achieving a full apprenticeship.

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 should be extended.

Employers must comply with **National Minimum Wage** legislation. The current National Minimum Wage for apprentices is £3.30 an hour and applies to those apprentices who are under 19 or those that are aged 19 and over but in the first year of their apprenticeship.

The National Minimum Wage for apprentices does not apply to Higher Apprenticeships (Level 4 and above) but the National Minimum Wage does apply. Please visit <http://www.gov.uk> for further information on the National Minimum Wage rates.

Apprentices must be paid for both the hours they spend working and for those that are spent attending off the job training.

All apprentices commencing their Apprenticeship on or after 6th April 2012 must have an **apprenticeship agreement** between the employer and the apprentice. This can be used to reinforce the understanding of the requirements of the apprenticeship.