

EMPLOYERS GUIDE TO APPRENTICESHIPS



IMPORTANT INFORMATION ON APPRENTICESHIPS

Hull Training and Adult Education deliver apprenticeships in a range of sectors including: Business and Management, Construction and Building Services, Engineering and Manufacturing Technologies and Sign Making.

Our expertise on apprenticeship funding and our understanding of the future of the levy, along with the curriculum changes to the apprenticeship programme will ensure you are kept up to date and informed.



EMPLOYER FOCUS

Large Businesses – Employers from both the public and private sectors, with a payroll of more than £3 million, will have to pay a 0.5 percent into the levy fund to pay for the apprenticeship. Levy paying employers will be able to reclaim their contribution via their Digital Account Service (DAS) to “pay” for apprenticeship training and assessments.

Small Businesses – Employers with 50 plus members of staff whose payroll is less than £3 million will not be in scope to pay the apprenticeship levy. Employers will have to make a mandatory cash contribution of 5 percent to train an apprentice and the government will “co-invest” by paying the remaining 95 percent.

Employers with less than 50 employees who employ an apprentice aged 16-18 years old will not be required to make any financial contribution towards their cost of training. The business will also receive a £1,000 cash incentive for employing the apprentice, with an additional £1,000 payment to the training provider. For those employing 19 plus aged apprentices a 5 percent charge will be made to the company.

SUPPORTING CARE LEAVERS

Evidence shows that young people who have been in care do not have the same life chances as other young people. Despite the challenges they have faced, young people who have been in local authority care have huge potential and with just a little additional support and guidance in the early stages of their apprenticeship go on and achieve many things.

Care leavers are supported with a £1000 incentive which is also paid to the employer up to their 24th year of age to support you and your apprentices through their programme.

The definition of a child in care has been updated to confirm a child must have been in the care of a UK local authority.

A child in care is defined as:

- (a) An eligible child – a young person who is 16 or 17 and who has been looked after by a UK local authority/health and social trust for at least a period of 13 weeks since the age of 14, and who is still looked after;
- (b) A relevant child – a young person who is 16 or 17 who has left care within the UK after their 16th birthday and before leaving care was an eligible child; or
- (c) A former relevant child – a young person who is aged between 18 and 21 (up to their 25th birthday if they are in education and training) who, before turning 18, was either an eligible or relevant child.

CASE STUDY FROM PHIL VOZZA FRICS MD NPS HUMBER

“Having supported a number of work experience candidates at NPS Humber we have identified aptitude for the work carried out to expand their CV’s, experience interviews and decide themselves on their direction for the future and give feedback. This route is a good way to select talent for the workplace which is sometimes missed in the standard recruitment approach.

Ellis joined us following four weeks of work experience and several other candidates. Ellis worked with one of the NPS Humber Building Maintenance Unit joiners, who gave a glowing account and fully recommended Ellis for a place within the Building Maintenance Unit as an apprentice.

There has been lots of positive feedback from all staff on how enthusiastic Ellis is and his attitude towards his work this resulted in his selection for an apprenticeship. As an employer we have also seen improved team morale as the more experienced staff work with the apprentices and pass on their skills. It is also of benefit for staff to be involved in considering candidates as they are stakeholders in the apprentice’s success and the work environment.

We are confident that he will be able to develop his trade skills, both on site and during his day release with Hull Training, to enable him to become a qualified tradesperson in his chosen trade of Carpentry and Joinery. Once Ellis has completed his 2 year apprenticeship this will enable him to move to a full time position.

I have also recently given a promise of interview to candidates put forward by the care leaver’s scheme. Once they apply for a job the interview is on a level playing field with all other candidates.

We recently interviewed Rhyanna Razey and against a field of over 60 applicants, including a number of candidates at interview, Rhyanna was successful and selected for an Administration Apprenticeship. She is now on an Intermediate Business Apprenticeship and working in the office with Construction professionals and has already built strong working relationships with all staff. Rhyanna is noted as having excellent life and people skills”.

Rhyanna shared her story-

“I have a passion for work. I’ve worked since the age of 15 starting with Saturday jobs in hair salons and I loved it. It’s a hobby of mine to meet new people and mingle with all different types of personalities. I think it gives you a chance to learn how to adapt and change to people’s needs”.

Phil continues “Whilst NPS Humber has now filled most apprentice posts, the offer of work and interview experience remains available to the scheme.

The experience of working with the scheme has been entirely positive both for staff and the company.

Thank you for involving us”.

Phil Vozza FRICS
MD NPS Humber



Pictured; Ellis with Councillor Craker, of Hull City Council and the NPS Humber Board, being presented with his working tools.

APPRENTICESHIP STANDARDS AND THE DIGITAL SERVICE

By 2020, all existing frameworks will be replaced by the new standards, ensuring a better delivery across the UK and giving employers the flexibility and control to design and develop apprenticeships through employer groups to meet sector requirements.

Positive Results for the Apprenticeship Standards

The new apprenticeship standards aim to have higher expectations of English and maths.

More rigorous testing to ensure the apprentice is fully competent and raising aspirations for apprentices by introducing grading at the end of the apprenticeship. The 20% off the job training compliance will ensure a fully reflective learning experience.

Off the job training is received by the apprentice during the apprentices paid hours. It is not delivered for the sole purpose of enabling the apprentice to perform work duties for which they have been employed. Off the job training is a statutory requirement of the English apprenticeship programme.

Off the job training must be directly relevant to the apprenticeship framework or standard, teaching new knowledge skills and behaviours required to reach competence of the particular occupation.

Relaxing restrictions on employers to train existing staff with new skills give employers the freedom to make training decisions that will benefit them and the individual.



END-POINT ASSESSMENT (EPA)

The End-Point Assessment (EPA) is designed to assess whether each apprentice has gained the skills, knowledge and behaviours outlined in the standard and grade each learner according to their performance.

When an apprentice is ready to take the EPA, employers will put their apprentice forward for the assessment. Within each vocational area EPA will have a different process. The requirements for each assessment are laid out in the individual vocational standards. The apprentices will be externally assessed by an independent organisation to ensure they meet the required standard as set out within the qualification standard.

It is the responsibility of the employer to select the end point assessment organisation and negotiate a price within the funding band for the assessment.

An apprentice can only take the end-point assessment once they have:

- Met the minimum duration of the apprenticeship. You must ensure that the entire duration of the apprenticeship standard for both training and end-point assessment is a minimum of 372 days to be eligible for funding. These minimum requirements will vary from standard to standard.
- The employer (in consultation with the main provider) is content they have attained sufficient knowledge, skills and behaviours to successfully complete the apprenticeship.
- In the case of an apprentice being made redundant within 6 months of the final day of the practical period specified in the employer agreement, the main provider can act as a proxy to the employer for the purpose of providing any required employer competency statement.
- The employer, in consultation with the main provider, must ensure that the apprentice is prepared and understands the end-point assessment process.
- Engaging the end-point assessment can be at any time, but to ensure that the apprentice will be ready for the end-point assessment no less than 3 months' notice that the apprentice will be ready for the end-point assessment should be given.
- At least 3 months before the apprentice reaches the gateway, the employer must have selected an organisation from the Register of End-Point Assessment Organisation (RoEPAO) to deliver the end-point assessment.



THE PROCESS FOR THE TRAINING AND ASSESSMENT IS AS FOLLOWS:



On programme

- Works towards maths and English at appropriate level.
- Builds portfolio to meet requirements of the standard.



Gateway

- Maths and English components attained.
- Portfolio/project/case study completed (dependent upon the assessment plan and apprenticeship standard).
- Employer statement of readiness.



End Point Assessment

- Scenario based activity or exams (dependent upon assessment plan and apprenticeship standard).
- Professional discussion.

All levy and non levy employers in England have access to the apprenticeship service. A new easy to use online digital system that helps the employer manage the apprenticeship programme.



Through this portal employers will be able to:

- Select an apprenticeship
- Select the college/training provider you wish to work with
- Choose who will undertake the end-point assessment
- Upload your apprentice vacancies.
- Confirm the cost of training
- Pay your college/training provider
- Monitor payment activity and view your balance
- Pause or stop payments.

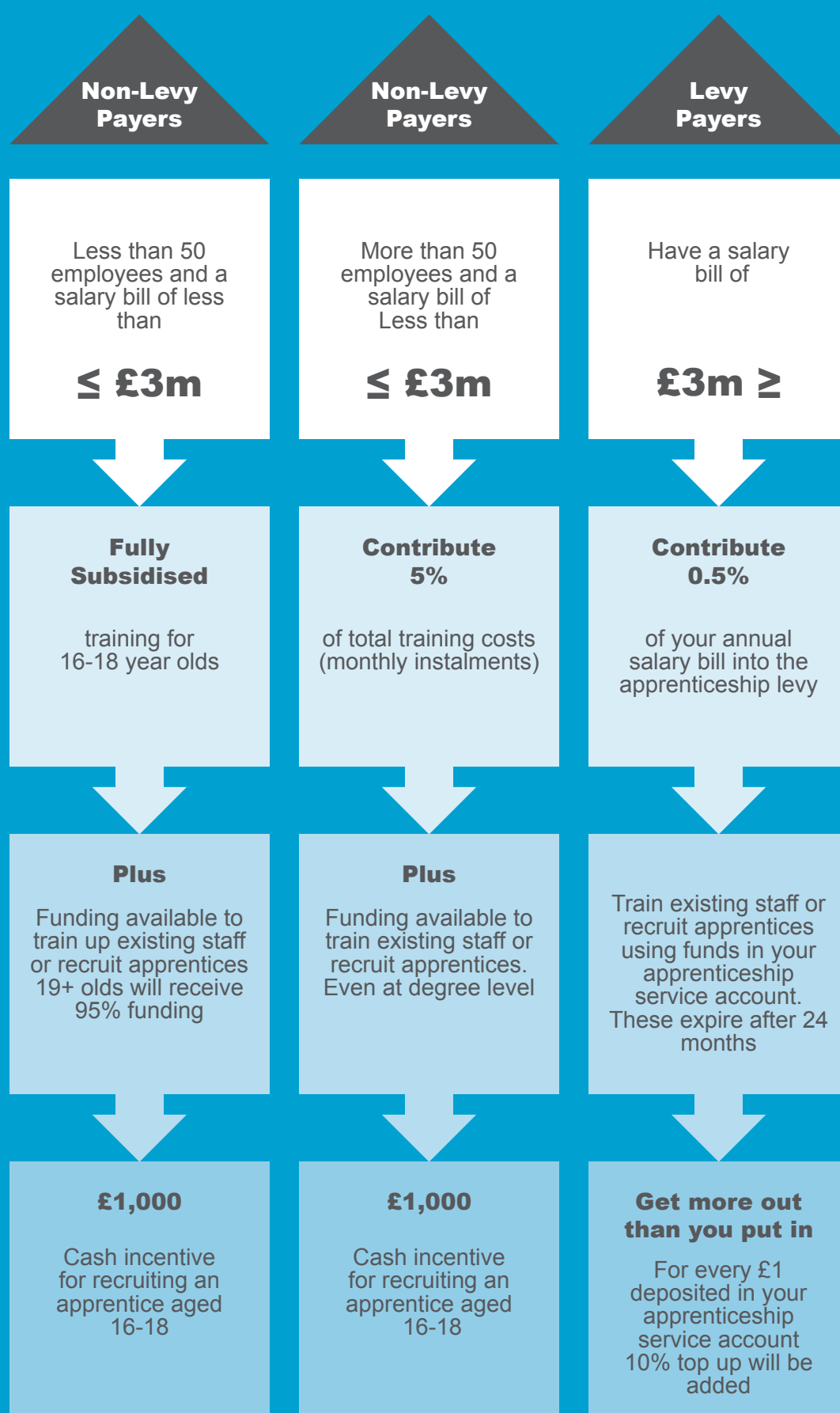
Digital funds and government funding **can** be used to pay for:

- Apprenticeship training and assessment
- An approved framework or standard
- An approved training provider and assessment organisation
- Costs up to the funding band maximum for that apprenticeship.

Digital funds and government funding **must not** be used for:

- Wages
- Travel and subsistence costs
- Managerial costs
- Traineeships
- Work placement programmes
- The cost of setting up an apprenticeship programme.

Non levy employers must reserve funding for each apprentice no later than the end of the calendar month in which the apprentice starts. They must add the full apprentice details on the the apprenticeship service. Your provider will be able to carry out both of these tasks for an employer if they have granted them permission to do so in their account.



SUPPORT

Hull Training and Adult Education are a fully approved training organisation and on the Register of Apprenticeship Training Providers (RoATP).

RoATP gives employers and apprentices an assurance that the providers they use have the capacity and capability to deliver good quality apprenticeship training.

RoATP is designed to moderate the quality of apprenticeships and provide assurance to learners, employers and the Government.

We understand that every business is different and we will work closely with you so that you can be confident we have tailored the perfect solution to your business needs. Our dedicated employer engagement team will be with you all the way through the process, providing you with advice on apprenticeship training and funding.

We will work with you to:

- Understand your level of commitment and explore how to use your funds.
- Help you plan ahead
- Guide you through all the apprenticeship programmes.
- Match the apprenticeship programme to suit your business needs.
- Find the best apprentices who meet the highest standard
- Support you through recruitment, selection and beyond.

READING GUIDANCE

Guidance on how to register with the apprenticeship service and information on how to manage your apprenticeship funds are available at:
www.gov.uk/guidance/manage-apprenticeship-funds

For useful tips and more information, visit the ESFA Digital blog at <https://sfadigital.blog.gov.uk> or follow @SFADigital

To read government guidance in full visit: <https://www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work/apprenticeship-levy-how-it-will-work>



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