

Apprenticeship Framework

- **What is an Apprenticeship?**

Apprenticeships are work-based training programmes that are designed to help employers train people for specific roles. At the same time Apprentices get a paying job with valuable training, while they work towards a recognised Apprenticeship standard.

- Level 2 Intermediate
- Level 3 Advanced
- Level 4 Higher
- Level 5 Degree level

The training is delivered by 'on the job training' and 20% 'off the job training' this is supported by regular monthly visits by experienced, dynamic Trainer-Coaches. At the end of the Apprenticeship, the apprentice will have an End Point assessment to showcase their knowledge, skills and behaviour.

Apprentices must also complete Functional Skills in Maths, English and ICT if they haven't already achieved the appropriate level.

- **Who can complete an apprenticeship?**

Anyone in England aged 16 years old and above, whether employed, unemployed or leaving school. There is no upper age limit. There are no formal qualifications required to be eligible for an apprenticeship however some employers may ask for GCSEs (A-C) in English, Maths and Science.

- **Apprentice pay;**

Employers must ensure

Apprentices work a minimum of 16 hours p/w

The apprentice has a contract of employment

Pay a minimum of £3.70 p/h (including time spent training)

The minimum apprentice wage applies to those aged 16-18, and those aged 19 or over who are in their first year. All other apprentices should be paid the national minimum wage for their age or more.

- **How long does an apprenticeship last?**

The duration of an apprenticeship depends on the Apprenticeship Standard being followed and the ability of the individual apprentice. An apprenticeship can take between one and four years to complete depending on the level of apprenticeship, the apprentice's ability and the industry sector. As a guide, an Intermediate Level 2 apprenticeship usually takes around 12 to 18 months and an advanced Level 3 apprenticeship around 24 months.

The apprentice will have a dedicated Trainer-Coach who will visit approximately once a month and spend 2/3 hours with the apprentice. They will also complete regular 3-way reviews which are carried out with assessor, apprentice and employer.

- **Apprenticeship Levy/Funding**

The apprenticeship levy came into effect in April 2017. It is payable by employers in the UK at 0.5% of wage bill.

All employers will receive an allowance of £15,000 to offset against payment of the levy. This effectively means that the levy will only be payable on wage bill in excess of £3 million per year.

- **Non-Levy employers**

Employers that are not in scope to pay the levy will be required to pay a 10% contribution towards the costs of training apprentices

Employers with fewer than 50 employees will not be required to contribute towards training costs for 16 – 18 year old apprentices

Employers who recruit a 16 – 18 year old apprentice will receive a £1000 payment, £500 after 3 months and £500 on completion of the apprenticeship.

- **Recruitment**

Employers can recruit following their normal recruitment procedure

We will advertise any vacancies on the 'Find an apprentice' website with a job description provided by you.

We can do any pre-screening requested by you before you interview, alternatively you can directly interview the applicants.