

# An employers guide to apprenticeships

## Why recruit an apprentice?

Apprentices are enthusiastic and motivated individuals looking to take the first step in their new career. They gain on-the-job experience and training from you and study for a nationally recognised qualification with a local college or training provider.

Apprenticeship programmes are designed in partnership with industry and can be customised to suit your business. They include a mix of academic and practical skills and focus on delivering skills that will add value to your business.

Apprenticeships are also suitable for existing employees to gain qualifications or as training for someone to move into a new or more senior role.

## Benefits to your business

96% of employers that take on an apprentice report benefits to their business.

You'll gain fresh ideas, talent and enthusiasm from your new recruit, which can often increase productivity in your existing team.

The training your apprentice receives is tailored to suit your businesses' needs unlike standard off-the-shelf training courses and their training focuses on real business situations rather than academic theory.

Taking on an apprentice is cost effective because apprentices learn while they're on the job, so your business benefits from day one and the government may contribute to the cost.

You will also create a job opportunity and support an individual's future prospects.

80% of consumers said they would be more likely to use a business if it offered apprenticeships to young people.

## How much does it cost?

An apprentice is essentially the same as any other employee. You are responsible for paying your apprentice's wages, issuing their contract of employment and complying with any relevant legislation.

The current national minimum wage for apprentices is £2.68 an hour. You can pay more, and many employers do – the average apprenticeship wage is £200 a week.

Apprentices must be paid for both the hours they spend working and for those that are spent attending off the job training. This is typically one day a week at a local college or training provider, but it can vary depending on the type of apprenticeship.

An apprentice has to work a minimum of 30 hours per week, although they can work more hours in line with working time regulations and their apprenticeship must last for at least one year.

### What support is available?

The government will contribute to the cost of your apprentice's training. How much that contribution will be depends upon the age of the apprentice.

If they are aged 16 –18 the government will fund the entire cost of their training, if they are aged 19 or over 50% of the cost of their training will be funded, with the employer contributing towards the remaining costs.

If you are a small business and are recruiting your first apprentice (or have not recruited an apprentice for over a year) you may be eligible for a grant towards your costs of £1,500 if you recruit an apprentice aged 16-24.

### What types of apprenticeship are available?

If you do it, there's probably an apprenticeship for it! Apprenticeships are available at intermediate, advanced and higher level, covering more than 170 industries and 1,500 roles from advertising to nuclear decommissioning.

The level of an apprenticeship is determined by the complexity of the role the apprentice is being trained for. Higher level apprenticeships are equivalent to a degree.

The course content of an apprenticeship (known as a framework) is designed in partnership with employers, trade associations and professional bodies so that the skills your apprentice will learn will be relevant to your industry and your business.

We can identify the best framework for your business and will find a suitable college or training provider to work with you to deliver the apprenticeship.

### How do I get started?

If you are ready to recruit an apprentice simply submit the details of your vacancy on our website. You can then log in anytime to review applications as they are received.

**[www.theapprenticeagency.co.uk/employers](http://www.theapprenticeagency.co.uk/employers)**

Alternatively we can write your recruitment ads and manage the process for you – just call **0845 940 5792** or email **[info@theapprenticeagency.co.uk](mailto:info@theapprenticeagency.co.uk)**

### The apprentice agency

We're a specialist online recruitment agency dealing only with the recruitment of apprentices and matching employers with colleges and training providers.

We take all the hassle out of recruitment and will also find you a suitable college or training provider to support your apprenticeship – all for a fixed price fee, payable only when you recruit an apprentice.

In many cases, where we are working in partnership with a college or training provider, our recruitment services would be free.