



EMPLOYER GUIDE TO APPRENTICESHIPS

WHAT IS AN APPRENTICESHIP?

An apprenticeship is a genuine job with an accompanying assessment and skills development programme.

It is a way for individuals to earn while they learn gaining valuable skills and knowledge in a specific job role. The apprentice gains this through a wide mix of learning in the workplace, formal off-the-job training and the opportunity to practise new skills in a real work environment.

WHO CAN DO AN APPRENTICESHIP?

Anyone over the age of 16 who are not in full-time education can apply for an apprenticeship.

Employers can offer apprenticeships to both potential new staff and to their existing staff.

DOES IT COST AN EMPLOYER TO EMPLOY AN APPRENTICE?

The government will help pay for apprenticeship training whether you pay the apprenticeship levy or not. You do not pay the levy if your annual wage bill is less than £3 million.

For new starts from 1 April 2024, where an employer does not pay the apprenticeship levy, government will fund all the apprenticeship training (up to the funding band maximum) for those apprentices aged between 16 and 21 years old.



HOW DO APPRENTICESHIPS WORK?

Apprentices must spend at least 20% of their time on off-the-job training. Typically, this would be 4 days on the job and 1 day at Suffolk New College. However, this varies amongst the different standards and some may be completely work-based with minimal college attendance.

The employer, training provider and apprentice will work together to decide how the off-the-job training is delivered. It must be directly relevant to the apprenticeship framework or standard and can be delivered at the apprentice's normal place of work as long as it is

not part of their normal working duties. It can cover practical training such as shadowing, mentoring, industry visits and attending competitions.

An apprentice will be allocated a Trainer, Progress Coach or a combination of both. They will support the apprentice throughout their apprenticeship and perform observations and reviews. They will also assist the apprentice with the use of Smart Assessor, an online system upon which the apprentice will collate an online portfolio of evidence, which displays the skills and tasks they have learnt throughout the duration of the apprenticeship.



WHY SHOULD I TAKE ON AN APPRENTICE?

YOUR APPRENTICE WILL MAKE VALUABLE CONTRIBUTIONS

Apprenticeship standards are developed by employers and industry experts to be occupation focused, which means the learning happens throughout the apprenticeship.

THEY CREATE OPPORTUNITIES TO BRING IN NEW TALENT AT ANY LEVEL

Anyone over the age of 16 who is living in England can apply for an apprenticeship. Suffolk New College apprenticeships are available from Level 2 (GCSE equivalent) right through to Level 6 (degree level). Some may also offer additional industry specific qualifications.

YOU CAN FILL SKILLS GAPS IN YOUR ORGANISATION

There is a huge variety of standards to choose from, each designed to set out the skills, knowledge and behaviours needed for an occupation.

THEY CAN HELP UPSKILL OR RETRAIN CURRENT EMPLOYEES

Apprenticeships are not only suitable for bringing in new employees but they are also ideal for upskilling or retraining existing employees – of any age, and at any level.

