Employers' guide to **Apprenticeships**

www.thesourceacademy.co.uk

Apprenticeships

Is supporting a young person **going to be time consuming?**	What exactly does **an Apprenticeship** Programme look like?	What **support and funding** is available?	How will it **work?**

These are just some of the questions employers frequently ask us.

As a training provider we feel that fully understanding your needs is key to enabling the delivery of an exceptional service where everyone can succeed.

So let's start with you, the employer.

You may have decided to explore the apprenticeship programmes because you are keen to provide a young person with a genuine opportunity, after all, nurturing fresh talent can be exciting and rewarding whilst providing you with the means to meet future succession plans. You may also want to raise the skill levels of your existing staff and apprenticeships are a perfect way for you to achieve this.

However, there is a level of commitment required by you to train and support the apprentice to ensure the apprenticeship is a success for both your business and the apprentice. We will therefore ask you to be actively involved in the planning and delivery of the training, and in reviewing the progress of the apprentice.

Apprentice Roles
Rather than offer a multitude of apprenticeships, we prefer to specialise in a number of key areas, these include Retail, Business Administration and Management. However, we do operate in other areas such as Sales and Marketing, Warehousing and Hospitality. Our Account Managers will be able to advise you on the range of programmes we offer and which is best suited to your business.

Depending on the type of role you require, an apprenticeship can be tailored to suit the requirements of the job role. This provides greater flexibility and ensures that your apprentice is being trained to meet the specific needs of your business.

96%
of Employers who take on an Apprentice say their business benefited
apprenticeships.org.uk, 2014

Over 220,000

Workplaces are already offering Apprenticeships

Department For Education, 2014

"The Source are a strong, knowledgeable and engaging apprentice provider"

KNOWHOW

The Source Academy

The Source Academy would be your training provider and an Account Manager will be assigned to you to support your business. A tutor/assessor is responsible for delivering the qualifications, managing the training and assigning assessments to your apprentice. The tutor/assessor will visit the apprentice in the workplace to provide training and support and assess their competence against a set of agreed standards.

The first few weeks of the qualification can often be the most challenging for an apprentice as they settle into their studies and the new work environment. As an employer, you can help by identifying the training and development that you will be able to provide to your apprentice as they develop their role within your business. This process will also help identify which units of the qualification are covered by the learner's current job role, therefore ensuring that the qualification is tailored towards meeting your needs. We will also assess the apprentices' level of English and Maths skills, as well as their IT abilities, and plan any support they may require.

The tutor/assessor will visit the apprentice on a schedule agreed with you, but this is generally every 6 weeks. In-between this time you will be required to train and support the apprentice in their job role.

Progress Reviews

Periodically, we will conduct progress reviews with the apprentice where we will require you or the apprentice's supervisor to be actively involved in the review. This enables the apprentice and the employer to fully understand what has been achieved so far, identify any further training needs and to agree targets for continued progression.

Recruitment

We offer a free recruitment service for your apprentice role and will advertise vacancies and screen all applicants prior to sending their details to your company for consideration. As the employer, you will be able to shortlist candidates and hold interviews in order to select the candidate that is right for you. The National Apprenticeship Service offers an on-line service which can be used to advertise and recruit an apprentice role for you.

To help with recruitment you may wish to consider the option of offering a traineeship. These programmes provide young learners with work experience and work preparation training, and act as a stepping stone into an apprenticeship. This will allow you to assess their suitability for an apprentice role.

To find out more about traineeships speak to an Account Manager or go to:
www.apprenticeships.org.uk/employers.

Apprenticeship Framework

All apprenticeship frameworks are linked to specific job roles or occupations. There are three levels of apprenticeship available:

Intermediate Level Apprenticeships at level 2
Advanced Level Apprenticeships at level 3
Higher Apprenticeships at level 4 or above

A typical framework for each level includes:

- A nationally recognised vocational qualification
- Functional skills in English, Maths and ICT
- A technical certificate such as a Diploma
- Personal learning and thinking skills
- Employee Rights and Responsibilities

3 Key areas...

Maths

English

ICT

Duration of an Apprenticeship
The length of an apprenticeship varies depending on prior skill levels of the apprentice, the qualification being obtained and the industry sector. However the minimum duration for an apprenticeship is 12 months, but an apprentice undertaking an advanced or higher apprenticeship could take 2 years or longer.

On-the-job Learning
As an employer it is important that you provide your apprentice with an induction into their role and continual on-the-job learning. Through on-the-job learning an apprentice will develop job specific skills that will enable them to fulfil the role and meet the requirements of their qualification. This could be any external training as well as the day-to-day training in the workplace. We will ask you to confirm the training that you will provide so we can plan and coordinate this with the apprentice's qualifications.

Apprenticeship Framework

During the course of the Apprenticeship you will be expected to support your apprentice in the following ways:

Help to plan By identifying activities that can be used to generate evidence and setting targets for achievement and assessment.	**Observe and analyse** Monitor your learner and check their work regularly. Record any areas for improvement and give opportunities for practice.	**Give feedback** Discuss performance with your learner ensuring they have an input in the process. Be positive about things they have done well and be open and honest about any areas for improvement.
Explain or demonstrate Discuss ways of improving techniques and, if possible, use examples of similar work or demonstrate better techniques.	**Provide opportunities** Ensure your learner has the opportunity to practice and develop their skills and aim to allocate activities which will encourage them to do this. If possible, change their routines regularly to add a variety of tasks and provide further opportunities to learn.	

Apprentices will be required to gather evidence during their apprenticeship which supports and verifies their competency. The Source Academy will provide an E-Portfolio system to allow the learner to capture and upload this information for training and assessment purposes and you will be able to view this system to see the progress that is being made.

You can contribute to the process by including evidence such as a written witness testimony, recording of a professional discussion, notes on an observation, etc. The Tutor/Assessor will provide more guidance on how you can become involved in the apprenticeship

Off-the-job Learning
As part of their programme your apprentice will be required to undertake qualifications in English, Maths and possibly ICT. This will include self-study, completion of online learning and assessments, and one-to-one sessions with a tutor/assessor, which may be away from the immediate workplace or at our training centre.

In order to support your apprentice with their studies it is good practice to allow your learner scheduled time within the working week to concentrate on their qualification. The apprenticeship programme does specify a minimum number of guided learning hours so you should allocate at least a couple of hours a week in which they can study.

"The help, advice & support from The Source is invaluable"

Debenhams Southsea

Employment

Apprentices must be fully employed when they start their apprenticeship. Employers are responsible for paying the apprentice's wages and for providing both a Contract of Employment and an Apprenticeship Agreement.

The contract of Employment and the Apprenticeship Agreement must be signed and in place before the apprenticeship commences. Without these the apprenticeship cannot commence.

Apprentices must be paid at least the Apprenticeship National Minimum Wage.

- Apprentices who are aged 19 and over but within the first year of their Apprenticeship will be paid the Apprenticeship National Minimum Wage.
- Individuals not falling into these categories should be paid the Standard National Minimum Wage rate for their age band.

For more guidance on the current National Minimum Wage go to:
www.gov.uk/national-minimum-wage-rates

Hours and Holiday Entitlement
The minimum hours of employment for an apprentice should be at least 30 hours per week. By exception, employment hours can be a minimum of 16 where the individual's circumstances or the particular nature of employment doesn't offer the possibility of a 30 hour working week. In such cases the duration of the apprenticeship should be extended. Like most other employees, apprentices must be given at least 20 days paid holiday per year as well as bank holidays. The terms and conditions of employment should be clearly expressed in the Contact of Employment.

Health & Safety
Both the employer and the training provider have a duty to ensure that the environment within your work place is safe, secure and that the company complies with basic Health and Safety law. Therefore, prior to an apprentice starting within your workplace, the Training Provider will require a copy of the company's Employers Liability Insurance certificate. We will also ask you to complete an agreement setting out the commitment and responsibilities of all parties.

For further guidance please visit the HSE website: ***hse.gov.uk/youngpeople/apprentices.htm***

Funding and Grants
There is Government funding available to contribute towards the costs of training an apprentice. Whilst the government will fully fund the apprenticeship programmes for learners aged between 16-18 years old, they only provide 50% of the costs for learners aged 19 and over. For learners aged 24 and older the amount of funding is lower. We will be able to advise you on the funding available and how it is paid. If you employ an apprentice age 16-24 you may be eligible for a grant.

For more information speak to an Account Manager or visit: ***www.apprenticeships.org.uk/AGE.***

Further Information

If you require any further information or guidance on apprenticeships, please contact Employer Services at the Source Academy and one of our Business Account Managers will be delighted to speak to you.

Please call Employer Services at the Source Academy on **0114 263 6651**

Email: apprenticeships@thesourceacademy.co.uk Web: ***www.thesourceacademy.co.uk***

You can also find further information at the National Apprenticeship Service website ***www.apprenticeships.org.uk***