



Employer guide

Apprenticeship support for employers

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Apprenticeships Suffolk



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Apprenticeships Suffolk

Apprenticeships Suffolk is an impartial and completely free service being offered by Suffolk County Council as part of their strategic aim to increase the quality and quantity of apprenticeships within the county, thereby supporting business and economic growth.

Our service aims to support employers on the apprenticeship journey with the following:

- Your responsibilities as an employer
- Funding and incentives
- Advice on how to create a job description
- The Apprenticeship training options available to you
- Advertising and promoting your opportunities
- Recruiting your apprentice

All Apprenticeships Suffolk's vacancies are now listed on the [Yojo App](#) as well as our website. This app is designed to support aspiring apprentices in Suffolk find apprenticeships and explore career paths.

The app is free to download via the App Store and Google Play Store.



What is an apprenticeship?

Apprenticeships combine practical **work based** training combined with the opportunity to gain qualifications targeted towards a specific job role or industry. An apprentice will be **paid** to do a **full-time job**, whilst gaining industry specific **knowledge, skills, and behaviours**, which count towards a nationally recognised qualification.

An apprenticeship includes:

- Paid employment with annual leave
- Working alongside experienced staff
- Gaining job-specific skills
- Protected time for training and study relevant to the job role (Mandatory off the job training), which amounts to a **minimum of 6 hours per week**, during normal working hours.



There are over 600 apprenticeship standards approved for delivery, [click here](#) to view the apprenticeship standards on IFATE.

Off the job training:



Off the job training is learning which is undertaken outside of the apprentice's day to day work duties and supports the achievement of their apprenticeship.

All apprentices must spend a **minimum of 6 hours per week** completing **paid mandatory off-the-job training**, for the purpose of achieving the **knowledge, skills and behaviours** set out in the approved apprenticeship standard. These 6 hours of off the job training must take place **within the apprentices normal working hours**.

Protected Off the job training can be flexible and doesn't have to mean one day out of the workplace every week. For example, training could take place:

- **Online**
- **In the workplace**
- **At a College, University or Training Centre**
- **Or a combination of the above**

[Click here to view](#)
**Apprenticeships Suffolk's
guide to Off the job training**

Apprenticeship Levels:

Apprenticeships start from a **level 2**, which is equivalent to GCSE level and advance all the way up to a **Level 7** which is equivalent to a masters degree. The level the apprentice starts at will depend on their **previous qualifications, knowledge and experience** in that sector.

Level	Level of Apprenticeship	Equivalent Education Level
Intermediate	2	GCSE
Advanced	3	A-Level
Higher	4, 5 6 & 7	Foundation degree and above
Degree	6 & 7	Bachelor's or Master's degree

Maths and English:

Maths and English are essential to supporting longer term career prospects which is why all apprentices must be supported to achieve these recognised qualifications.

If apprentices do not hold a grade C/4 or above in GCSE Maths and English, the apprentice ideally needs to achieve a Level 2 Functional Skills qualification. To support achieving this, all apprentices completing an intermediate apprenticeship will be required to have a Level 1 Functional Skills qualification as a minimum, and where appropriate work towards achieving the Level 2 alongside their apprenticeship.

For an apprentice with a EHCP these rules may differ and discussed with the individual.

Inclusive apprenticeships

Inclusive apprenticeships are designed to break down barriers and create employment opportunities for people with cognitive, physical, mental health and sensory disabilities.

Inclusive apprenticeships provide:

- An alternative and flexible approach to mainstream education, which is tailored towards the individuals career path
- A supportive environment for learners to develop the skills and experience needed to succeed in their chosen careers
- The hours and duration of the apprenticeship can be adjusted to accommodate the individuals needs
- Any additional support to help the individual succeed

Apprenticeships Suffolk are working with local employers to raise awareness of inclusive apprenticeships and to create opportunities for the SEND community.



Additional support is also available to both the employer and the apprentice, where the apprentice has declared having an education health and care plan (EHCP) or a diagnosed special educational need or disability.

Disability Confident Scheme:

The Disability Confident scheme helps employers recruit and retain great people, and to:

- Challenge attitudes and increase understanding of disability
- Draw from the widest possible pool of talent
- Secure high-quality staff who are skilled, loyal and hard working
- Improve employee morale and commitment by demonstrating fair treatment
- **Click here** for further information and how to become a disability confident employer.



Employer responsibilities and requirements

Employer contribution & funding rules:

- If your apprentice falls into the 19+ category, you will be required to pay the 5% apprenticeship contribution.
- [Click here](#) to view the Apprenticeship Funding rules and guidance for employers.
- If you wish to apply for a Levy Transfer to cover the 5% costs, please visit - [Apprenticeship Levy Transfer - New Anglia](#)
- [Click here](#) for further information on the Apprenticeships care leavers' bursary
- National minimum wage for an apprentice is currently £4.81 an hour (correct as of April 2022) and due to increase to £5.28 in April 2023. This is a minimum, as the employer you can choose to pay more than this.

	23 and over	21 to 22	18 to 20	Under 18	Apprentice
April 2022 (current rate)	£9.50	£9.18	£6.83	£4.81	£4.81
April 2023	£10.42	£10.18	£7.49	£5.28	£5.28

Apprentices

Apprentices are entitled to the apprentice rate if they're either:

- aged under 19
- aged 19 or over and in the first year of their apprenticeship

For further information National Minimum Wage please visit: [National Minimum Wage and National Living Wage rates - GOV.UK](#)

Employer responsibilities and requirements

Registering on The Apprenticeship Service (TAS):

<https://manage-apprenticeships.service.gov.uk>



Your employer account

Create an account to manage apprenticeships

You need to create or [sign in](#) to an apprenticeship account, then you'll be able to get funding to pay for apprenticeship training and assessment costs.

You'll use your account to:

- get apprenticeship funding
- find and save apprenticeships
- find, save and manage training providers
- recruit apprentices
- add and manage apprenticeships

[Create account >](#)

It is mandatory for you as the employer to register on **The Apprenticeship Service**, which is the governments digital portal for apprenticeship funding and allows you to reserve your funding and link up with your chosen Training Provider or College.

You can also reserve or apply for any current government incentives that your business may be entitled to.

Key information you will need:

- A valid email address for your business
- Government Gateway login
- PAYE Scheme reference number
- Authority to accept the employer agreement

TAS Links:

- [How to register](#)
- [Create an account](#)
- [Index of supporting information](#)
- [Add a training provider](#)

Employer responsibilities and requirements

Writing a job description

Step 1: What are you looking for?

Give some narrative about your business and the position you are recruiting into.

Step 2: Job role

Identify daily duties of the job role, taking into consideration what other duties you would like to incorporate.

Step 4: Your commitment

Things to consider:

- The hours
- The salary
- Holiday entitlements
- Benefits
- Uniform
- Parking
- Free tea/coffee/beverages

Step 3: The apprenticeship qualification

Apprenticeships Suffolk will help to correlate these duties to an appropriate apprenticeship standard.

Step 5: Recruitment

You have identified the apprenticeship opportunity and ready to recruit for your role.

Time for Change?

Employers are having to think more creatively about recruiting apprentices. There are challenges, so how can you get the best candidates, and retain them after they have completed their apprenticeship?

Below are some suggestions from Amazing Apprenticeships Genie Programme participants:

- Have you considered talking to groups locally that support care leavers or neuro diversity for example?
- Why not send out the interview questions before you have the interview. Why not allow the applicant to prepare?
 - When did you last apply for one of your own jobs? What was the process like?
 - What can you actually offer for anyone that may have support needs? Access, transport, flexible working, mentoring?
- What are your priorities for an Apprentice? Does your training provider have the same ethics as you?
 - Can you offer more than the Apprentice wage? What are the incentives to stay?

An apprentice is a commitment, if you want to retain the staff you train and development, what is the company offering?

Access to Apprenticeships

ACCESS *To* APPRENTICESHIPS

Access to Apprenticeships is a grant designed to remove any barriers that may be preventing aspiring apprentices finding an employer.

The Access to Apprenticeships grant is open to all small and medium sized businesses in Suffolk who have employed a new apprentice of any age in the last 3 months.

Your business could be eligible for £1,000.00 towards your new apprentice to support with upfront costs and barriers into employment.

We offer two different packages worth £1,000.00, this can be split across both packages or used all for one. This grant is awarded to employers following a successful apprenticeship start.

Package 1: Additional Equipment

Can be used to provide equipment for the apprentice that is not already mandatory to provide to perform their job role.

Package 2: Wage Enhancement

Can be used to assist with enhancing the apprentices wage for the first 12 weeks of their apprenticeship and can also be used as a reimbursement of travel costs/expenses.

Subject to availability and must meet eligibility criteria

Employer Timeline

Step 1: Getting started

- Meeting/phone call to be arranged with Apprenticeships Suffolk Employment Engagement Advisor - Establish apprenticeship opportunity you would like to offer and discuss employer responsibilities and requirements.
- Complete draft job description ensuring this maps into the qualification of the job role being offered.

Step 2: Creating an opportunity/launching vacancy

- Once we have received a completed and suitable job description your vacancy will be uploaded to the following platforms: Apprenticeships Suffolk Website, Icanbea..., AS Social Media, YOJO App and included in our Wednesday Weekly Newsletter.
- A Co-ordinator will check in with you monthly while your vacancy is live and update you on any potential candidates.

Step 3: Successfully recruited - Next steps

- Once you have successfully recruited for your position, we will guide you through next steps which includes:
- Registering the successful candidate(s) with our service
- Support nominating a Suffolk Training Provider
- Access to Apprenticeships grant application forms submitted

Step 4: Apprenticeship Start

- Once we have made introductions to your chosen Training Provider, they will begin with the enrollment process to open learning for your apprentice.
- We will provide ongoing support throughout your apprenticeship journey with regular check in calls to both employer and the apprentice.

Employer Testimonials

"The advantages of taking on apprentices is developing your own labour and making sure they learn the correct way without cutting corners" - R J Dean Plasterers

"The Apprenticeships Suffolk team have been along every step of the way to help us navigate the enrolment of our apprentices and for a helping hand whenever we have a query." - Friel Marketing

"The Apprenticeships Suffolk Team provided dedicated support to our apprentice- giving them the opportunity to ask an impartial observer and act as a mediator when things became unclear. Without this valuable resource, I believe that our apprentice may well have chosen to abandon her training and it would have been highly unlikely that we would have taken on our second apprentice" - ABC Childcare

"We were keen to recruit locally and wanted to formalise the development of our new recruit by offering a full Apprenticeship leading to qualifications. We couldn't have achieved this without the substantial support provided by the team at Apprenticeships Suffolk." - Amazing Graphics

Notes

