



**SKILLS  
FOR LIFE  
APPRENTICESHIPS**

# EMPLOYER HANDBOOK



# TABLE OF CONTENTS

|  |           |
|--|-----------|
| <b>Our service - Apprenticeships Suffolk</b>                 | <b>3</b>  |
| <b>Apprenticeship overview</b>                               | <b>4</b>  |
| <b>Apprenticeships Qualifications</b>                        | <b>5</b>  |
| <b>Institute for Apprenticeships and Technical Education</b> | <b>6</b>  |
| <b>Benefits to having an apprentice</b>                      | <b>7</b>  |
| <b>Funding Support</b>                                       | <b>8</b>  |
| <b>5% contribution</b>                                       | <b>9</b>  |
| <b>Pre Apprenticeship Support</b>                            | <b>10</b> |
| <b>Programmes and Schemes</b>                                | <b>11</b> |
| <b>Training Providers</b>                                    | <b>12</b> |
| <b>Inclusive Apprenticeships</b>                             | <b>13</b> |
| <b>Success Stories</b>                                       | <b>14</b> |
| <b>Links &amp; Downloads</b>                                 | <b>15</b> |
| <b>Our Funding Partners</b>                                  | <b>16</b> |

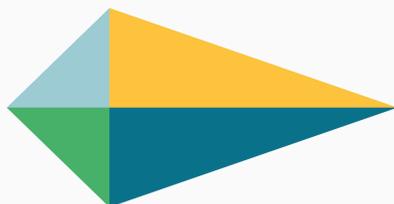
# OUR PARTNERS



Funded by  
UK Government

**LEVELLING  
UP**

**West Suffolk**  
Council



**EASTSUFFOLK**  
COUNCIL



**IPSWICH**  
BOROUGH COUNCIL



**Suffolk**  
County Council



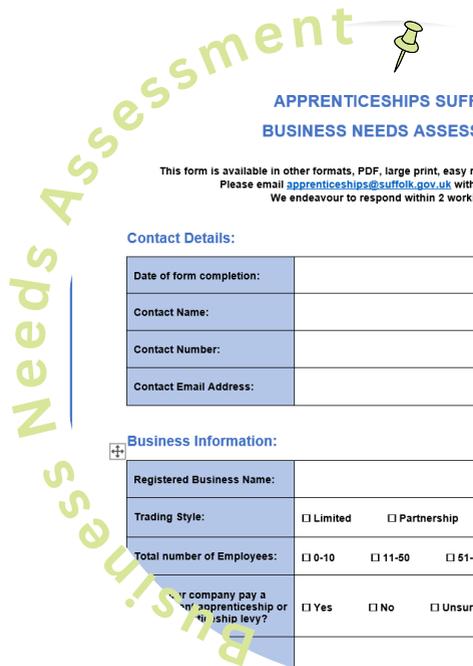
# Apprenticeships Suffolk

## OUR SERVICE:

The team identify apprenticeship opportunities, provide employer focused information, advice and guidance, and actively promote apprenticeships to support employment in Suffolk. We work with aspiring apprentices (anyone 16+) who are ready to take their next step and explore the apprenticeship route whilst supporting both the employer and apprentice throughout their journey.

### Employer Process

- Taking on an apprentice can seem like a perfect fit for your business, but many employers are not sure where to start. Apprenticeships Suffolk can support you on your apprenticeship journey, with information, advice, and guidance every step of the way.
- If you are an employer and feel that you would benefit from additional support for your business whilst you are supporting an apprentice why not contact us about our Apprenticeships Suffolk Employer Mentoring Service.
- This service is designed to get you ready to employ an apprentice by ensuring that you have all the information you need to start and continue, supporting them for the duration of the apprenticeship and hopefully beyond.



**APPRENTICESHIPS SUFFOLK  
BUSINESS NEEDS ASSESSMENT**

This form is available in other formats, PDF, large print, easy read. Please email [apprenticeships@suffolk.gov.uk](mailto:apprenticeships@suffolk.gov.uk) with your requirements. We endeavour to respond within 2 working days.

**Contact Details:**

|                          |  |
|--------------------------|--|
| Date of form completion: |  |
| Contact Name:            |  |
| Contact Number:          |  |
| Contact Email Address:   |  |

**Business Information:**

|  |                                  |                                      |                                 |
|--|----------------------------------|--------------------------------------|---------------------------------|
| Registered Business Name:  |                                  |                                      |                                 |
| Trading Style:   | <input type="checkbox"/> Limited | <input type="checkbox"/> Partnership |                                 |
| Total number of Employees:                                       | <input type="checkbox"/> 0-10    | <input type="checkbox"/> 11-50       | <input type="checkbox"/> 51+    |
| Does your company pay a levy on apprenticeship or training levy? | <input type="checkbox"/> Yes     | <input type="checkbox"/> No          | <input type="checkbox"/> Unsure |

# APPRENTICESHIP OVERVIEW

- Apprenticeships are a combination of working and studying. An apprentice is an employee, working alongside experienced staff gaining job-specific skills.
- An apprenticeship is for anyone aged 16+.
- They range from Level 2 all the way up to Level 7.
- There are over 800 apprenticeship standards approved for delivery

## Employer's Requirement

### Wage:

Currently **National Minimum Wage for an apprentice is £6:40** (correct as of April 2024).

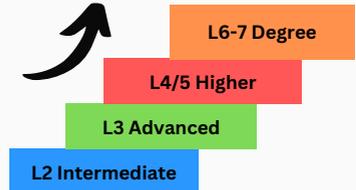
This is just a minimum sometimes an employer may wish to pay more than this, it also increases every April. [Click here for further information on this.](#)

### Different level's:

As an employer you need to be aware of the different levels to offer potential apprentices.

There are four types of apprenticeships:

- Intermediate (level 2)
- Advanced (level 3)
- Higher (levels 4 -5)
- Degree (levels 6-7)



### Off the job training

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**.

As an employer it's your responsible to allow the apprentice to have their protected off the job training. This can be flexible and doesn't have to one day of the week in the work place. For example training can take place: **Online, in the workplace, at a College, University or Training Centre**

# ***APPRENTICESHIP QUALIFICATIONS***

**There are currently over 800 apprenticeship standards  
that have been approved for delivery**

**THERE ARE OVER 172  
LEVEL 2  
APPRENTICESHIPS  
STANDARDS**

**THERE ARE OVER 131  
LEVEL 4  
APPRENTICESHIPS  
STANDARDS**

**THERE ARE OVER 128  
LEVEL 6  
APPRENTICESHIPS  
STANDARDS**

**THERE ARE OVER 288  
LEVEL 3  
APPRENTICESHIPS  
STANDARDS**

**THERE ARE OVER 53  
LEVEL 5  
APPRENTICESHIPS  
STANDARDS**

**THERE ARE OVER 85  
LEVEL 7  
APPRENTICESHIPS  
STANDARDS**

**YOU CAN OFFER AN APPRENTICESHIP IN:**

**Agriculture**

**Construction**

**Manufacturing &  
Engineering**

**Education**

**Finance & Accounting**

**Hospitality & Food**

**IT & Technology**

**Business Admin**

**Hair & Beauty**

**Retail**

**Transport**

**Health Care**

**Fitness & Leisure**

# INSTITUTE FOR APPRENTICESHIPS AND TECHNICAL EDUCATION

## How to use IFATE to look at the different apprenticeships qualification?

Type in any key words based on your interests  
e.g animals

View the funding information to each standard

Apprenticeship search

Subscribe to our RSS feed

### SEARCH THE APPRENTICESHIPS

Filter the results

Sort: Alphabetically | By Date

Keywords

Route(s)

- Agriculture, environmental and animal care
- Business and administration
- Care services
- Catering and hospitality
- Construction and the built environment
- Creative and design
- Digital
- Education and early years
- Engineering and manufacturing
- Hair and beauty
- Health and science
- Legal, finance and accounting
- Protective services
- Sales, marketing and procurement
- Transport and logistics

Showing 859 standards

**Publishing professional** ST1442  
Version: 1.0  
Approved for delivery from 23 Jan 2024 | Level 4 | 24 months | Max funding: £10,000  
Supporting key parts of the publishing process from the conception to production.

**Embalmer** ST0890  
Version: 1.0  
Approved for delivery from 09 Jan 2024 | Level 5 | 36 months | Max funding: £20,000  
To preserve, sanitise and present a deceased person, ensuring confidentiality, minimising risks to public health and assisting the bereaved by contributing to a healthy grieving process.

**Legal technician - conveyancing technician or probate technician** ST1312  
Version: 1.0  
Approved for delivery from 03 Jan 2024 | Level 4 | 24 months | Max funding: £10,000  
Support the Authorised Person in dealing with legal matters relating to the transfer of ownership of land or property from a seller to a buyer.

The off-the-job training requirements for full time apprentices who start on or after 1 August 2022 have changed and are detailed as part of the apprenticeship funding rules. The wording in the updated rules supersedes the wording in the EPA plans of individual apprenticeships published prior to this change. The English and maths requirements have also changed for all level 2 apprentices, regardless of their start date. Please see the current apprenticeship funding rules for details.

Browse the different routes/industries by ticking the boxes

View the apprenticeship standard info in more detail e.g duration & entry requirements

Visit the [IFATE website](#) to view all the current apprenticeship qualifications (these are also known as apprenticeship standards)

# ***BENEFITS OF HAVING AN APPRENTICE FOR YOUR BUSINESS***

**“What are the benefits to your business for employing an apprentice?”**

**Align training to your business needs**

**Introducing fresh talent and ideas to your business**

**Recruiting new staff and upskilling current staff**

**Boost staff loyalty and motivation**

**Allows your business to source future managers and leaders**

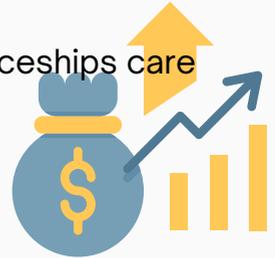
**Estimated yearly gain for employers is between £2,500 to £18,000 per apprentice during their training period.**



# FUNDING SUPPORT

## 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 - **Levy Transfer**
- **Click here** for further information on the Apprenticeships care leavers' bursary



## Access to Apprenticeships:

Access to Apprenticeships is a grant designed to remove barriers that may be preventing aspiring apprentices finding an employer. We are offering two different styles of packages to support your apprentice during their apprenticeship journey. The decision on choosing your package should be openly discussed with your apprentice and taking their needs into consideration.

**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.

ACCESS  
To  
APPRENTICESHIP

# Do I need to pay the 5% Apprenticeship Contribution?



Do you have an annual wage bill of over £3million?

Yes

No

This means you pay into the apprenticeship levy and are exempt from paying the 5% contribution unless you run out of levy funds

Is the apprentice aged 16-21?

Yes

No

Do you have over 51 staff on your payroll?

You will need pay the 5% contribution cost to the apprenticeship

Yes

No

You will need pay the 5% contribution cost to the apprenticeship

You are exempt from paying the 5% employer contribution cost towards the apprenticeship



# PRE APPRENTICESHIP SUPPORT

## Writing your 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.



## Offering Work Experience

As an employer, offering work experience for an individual can help them find out if a career is right for them. It can develop or re-fresh individuals skills and help them gain confidence, supporting them to move closer to employment.

If you are a business, looking to support young people in work, Jobcentre Plus can support this, [click here](#) to find out more.

# PROGRAMMES & SCHEMES FOR EMPLOYERS

## Disability Confident

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.



## Amazing Apprentice - Genie Programme

The Genie Programme will empower motivated, engaged professionals to learn about the many challenges faced by disadvantaged and diverse applicants. It will help you to grow both personally and professionally and, with this knowledge, to affect real positive change in how your organisation attracts, supports and develops diverse talent.

[Click here](#) to find out more further on how you can apply



## Help to Grow Campaign

Help to grow is a scheme set up by the government to see what business support and advice is available to help you start, grow and succeed.

[Click here](#) for further information and support

**HELP TO  
GROW**

# Training Providers

Below is local Training Providers, click on the providers logo to see what training they deliver:



When looking to recruit an apprentice, its important to find out about the training provider local to you and the way they deliver their learning...

# ***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

Our **inclusive apprenticeship logo** is used to identify all inclusive opportunities that are available.



# OUR SUCCESS STORIES



"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**

"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**

"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**



# LINKS & DOWNLOADS

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[EMPLOYING AN APPRENTICE](#)

[APPRENTICESHIP SERVICE](#)

[FINDING A TRAINING PROVIDER](#)

[HIGHER LEVEL APPRENTICESHIPS](#)

[APPRENTICESHIP FUNDING RULES](#)

[BUSINESS FINANCE SUPPORT](#)

[CITB APPRENTICEHIP GRANT](#)

[LEVY TRANSFER](#)

[FLEXI-JOB APPRENTICESHIPS](#)

[KEY POINTS FOR EMPLOYERS](#)

[MYTH-BUSTING DISABILITY CONFIDENT](#)

[KICKSTART SCHEME](#)

*Scan here to register your interest with Apprenticeships Suffolk!*



[VISIT THE APPRENTICESHIPS WEBSITE EMPLOYER PAGE](#)

A circular inset image showing four young professionals (two men and two women) in business attire, gathered around a table and looking at documents. The text "SKILLS FOR LIFE APPRENTICESHIPS" is overlaid on the image in white, bold, sans-serif font, with "SKILLS" and "FOR LIFE" on separate lines and "APPRENTICESHIPS" on a third line below them.

**SKILLS  
FOR LIFE  
APPRENTICESHIPS**



apprenticeships@suffolk.gov.uk



01473 263555



<https://apprenticeshipssuffolk.org/>



Apprenticeships Suffolk



Apprenticeships in Suffolk



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