

Employer Guide



The Apprenticeship Hub

The Apprenticeship Hub is a free, impartial service for employers – from all sectors, large and small - to help them secure the best apprenticeship solutions to grow their business, develop their workforce and invest in the future talent pipeline.



As a trusted intermediary, the Apprenticeship Hub delivers tailored apprenticeship advice to suit your business needs and works in partnership with credible skills and business support providers.

Who are apprenticeships for?



Apprenticeships are ideal for:

New recruits who are looking for a career with continued training development and pay progression; and

Upskilling current members of the workforce, to retain talent and apply new skills in the workplace. Apprenticeships are open to individuals over the age of 16 and not in full-time education.

They provide employers with a structured, skill-based development programme that ensures apprentices acquire the necessary skills, knowledge and behaviours in key job roles.

A photograph of a young man and an older man in a workshop setting. The young man, on the left, is wearing a light grey polo shirt and has short brown hair. The older man, on the right, is also wearing a light grey polo shirt and has grey hair. They are both looking down at a document held by the older man. The background shows a workshop with various tools and equipment.

Benefits of hiring apprentices:

Adding value at no extra cost - It is estimated that for **every £1 spent on an apprentice, they will contribute £28 to the employer.**

Upskilling a current member of staff means there is no need to recruit externally.

Further, your chosen training provider will help you to find suitable apprentices if you do choose to recruit externally.

This, coupled with the financial incentives attached to apprenticeships, results in a win-win for the employer.



All apprenticeship programmes, known as standards, are developed by employers for employers. This means a systematic approach to growing skills, knowledge and behaviours across your workforce that is relevant to your needs and your industry.

You can establish clear entry routes into your workforce as well as progression opportunities. This can generate higher levels of motivation, talent retention and productivity.

The programme is tailored to the employer – You will have full control in deciding on the apprenticeship standard, the individual and the training provider that is best suited to your needs. The Apprenticeship Hub will support you throughout this process.

Provide a unique and fresh perspective – Apprentices will learn from accredited training providers that are delivering relevant, up-to-date and specialist knowledge about the role.



Funding Apprenticeships



Funding

Levy Employers:

Organisations with an annual wage bill greater than £3m can fund their apprenticeship training from their apprenticeship levy pot. These are funds that can only be used for apprenticeships and are accessed through a Digital Apprenticeship Service (DAS) account.

The Apprenticeship Hub team provides guidance on maximising apprenticeship levy funding as well as navigating the funding process.

Non-Levy Employers:

For organisations with a wage bill below £3m, only a 5% contribution to the total cost of the apprenticeship needs to be made by you, with the remaining 95% covered by the government.

Additional Benefits and Support:

Cash incentives for each apprentice recruited, aged 16-18.

Cash incentives for each apprentice recruited, aged 19-24 and has an Education, Health and Care plan.

In addition to the cash incentives, smaller employers that recruit a 16-18-year-old will have a percentage of their training cost waived also.

Employers are exempt from paying National Insurance contributions for all apprentices under the age of 25, provided their earnings are below the higher tax rate.

Apprenticeships: The statistics



86%

83%

73%

65%



Apprenticeships:

Employers recognise the new ideas apprentices bring.

Employers say that staff morale is improved.

Employers recommend apprentices to other organisations.

Employers said that apprentices helped fill the skills gaps.

- 65% of employers recognise the new ideas apprentices bring to the organisation.
- 73% of employers say that staff morale is improved by having apprentices.
- 83% of employers would also recommend apprentices to other organisations.
- 86% of employers said that apprentices helped to develop relevant skills for the organisation, and to fill the skills gaps.

*Source: www.direct.gov.uk 2017



Employers wanting to pursue an apprenticeship within their organisation must meet the following criteria:

- **The ability to provide a genuine job role** – Apprentices must be given a contract of employment for the duration of the apprenticeship and must be given duties that relate to their apprenticeship standard.
- **The apprentice must be paid** – Apprentices must be paid at least the minimum apprentice wage. For those under the age of 19 this is the national minimum apprentice wage, and for apprentices aged above 19 it is the regular national minimum wage - exact current figures can be found here:
www.gov.uk/employing-an-apprentice/pay-and-conditions-for-apprentices
- **The role must be fulfilling**, providing benefit to the organisation and the apprentice, as well as fulfilling the requirements of the chosen standard. The Apprenticeship Hub team can assist you in this.



What can **The Apprenticeship Hub** do for you?

- Help you choose the relevant apprenticeship for your organisation
 - We will work with you to identify skills gaps and choose the relevant apprenticeship or skills programme for your business needs.
- We will offer guidance on funding apprenticeships and skills, finding the appropriate incentives and benefits for your organisation, making the process as cost efficient as possible.
- Where relevant, we will work with larger organisations on levy transfer - from selecting a receiver to the process itself.

Contact a member of our team to see how we can help:



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