

**LEARNING CURVE GROUP**  
GUIDE TO SUPPORTING SMALLER EMPLOYERS

# Supporting employers of all sizes

It was announced in August 2018 that those smaller employers – who do not pay the apprenticeship levy would move to the new apprenticeship model. The journey began in January 2020 and employers can now manage some apprenticeships via the apprenticeship service.

## Employers are more involved in making apprenticeship decisions

- A system where all employers take on more involvement in the process is needed to increase the diversity of apprenticeships and quality
- Employers will hold a contract with providers and access funding through the service
- Collaborative relationships with providers – employers can delegate permissions to providers to service their accounts

## Access to the full-service functions

- Selection of suitable apprenticeship standards
- Choosing a suitable provider to deliver apprenticeship training
- Provide digital certification
- Enabling them to manage their apprenticeship funding
- Find an End Point Assessment Organisation (EPAO)

## For smaller employers

- Deliver new capability to meet the user needs of smaller employers
- Enable smaller employers to make informed decisions on those apprenticeships that are right for the business
- Easy to use digital service for employers

## For training providers

- Deliver new capability to meet user needs of providers
- Real time oversight of apprenticeship funds
- One conversation – partnership relationship with employers outside of ESFA involvement
- Ability to support employers through their apprenticeship journey
- Bulk upload apprentice data across multiple employers

# Small employer training journey

- An end to government contracts allocations – a market led model
- Employers more involved in making apprenticeship decisions with training providers
- Closer working between smaller employers and training providers with employers looking for provider support
- ESFA supporting employers to understand how the funding works
- New provider registers and quality strategy
- Enabling small employers access to our digital platform
- The find an apprenticeship function on the digital apprenticeship service has 90% positive user satisfaction and has processed nearly 6 million transactions since its launch
- Employers can choose from all providers on the register
- Real-time feedback from employers that work with a training provider – informing choice
- More focus on supporting apprentices

Get in touch with the team today to set up your account and for further support on all aspects of apprenticeship funding.

Email: [training@learningcurvegroup.co.uk](mailto:training@learningcurvegroup.co.uk)

Call: 01388 777129

TRANSITION FOR SMALLER EMPLOYERS AND TRAINING PROVIDERS

Communications and engagement to include: Youtube videos, webinars, downloadable guides and web based information.

**Jan 2020**  
Service opens for SME apprenticeships

**April 2020**  
Procured contracts extended to support managed transition

2019

2020

**Transition to new model**

**Phase 1**

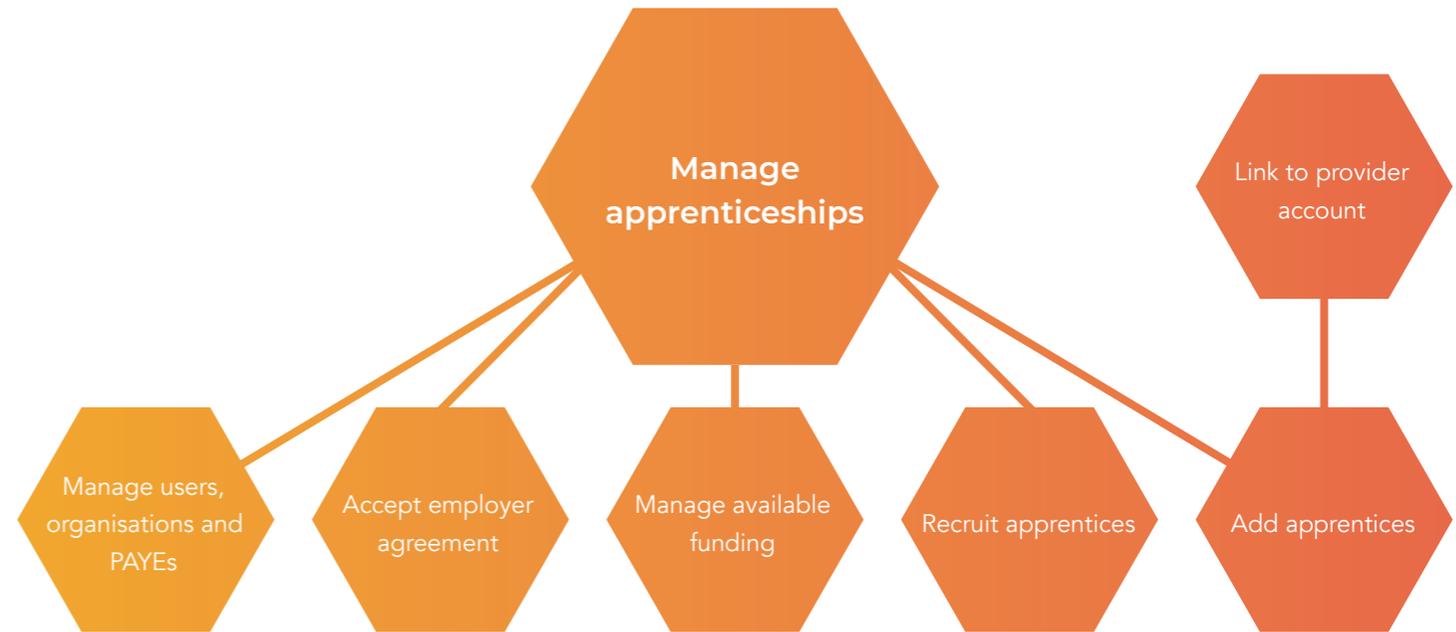
Opening the service, testing to inform full transition.

**Webinars roadshows and workshops**

**Phase 2**

Approach will be refined as we learn from employer and provider early experiences

TRANSITION FOR SMALLER EMPLOYERS AND TRAINING PROVIDERS

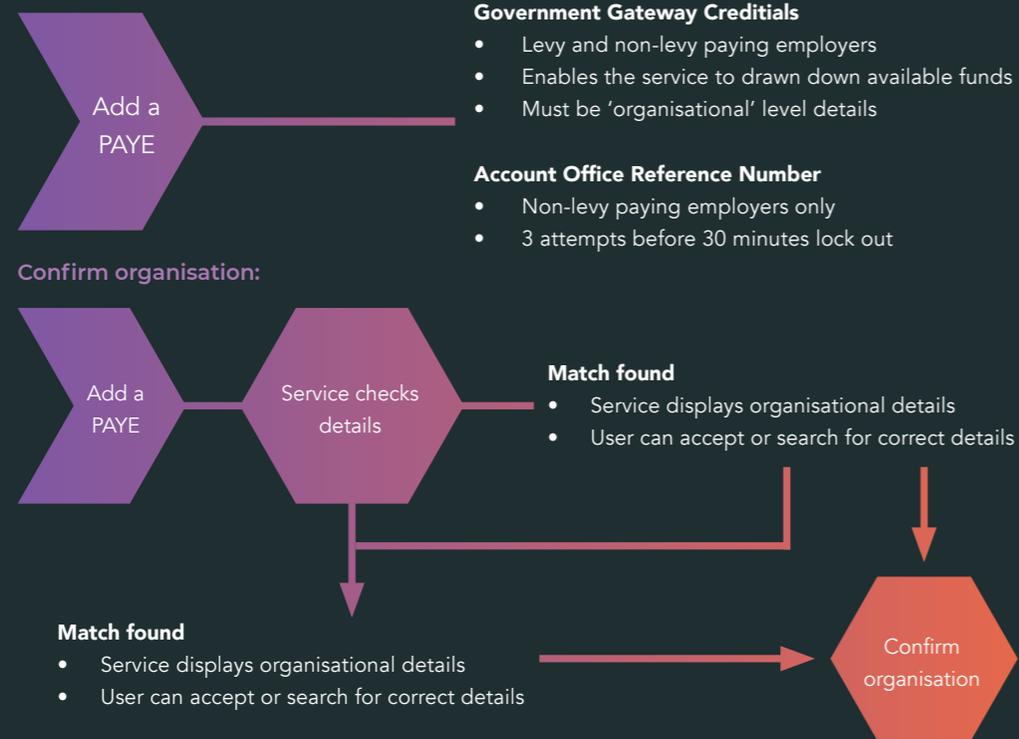


TRANSITION FOR SMALLER EMPLOYERS AND TRAINING PROVIDERS



## REGISTERING AN ACCOUNT

- 1** Create an account
  - Valid email address
- 2** Add a Pay as You Earn (PAYE) scheme
  - Government Gateway Credential (organisational level)
  - Account office reference number
  - PAYE reference number
  - Permission to do so
- 3** Confirming an organisation (may be required)
  - Companies House number
  - Charity number
  - Public body name
- 4** Accept the employer agreement
  - Permission to do so



## What is the reserving apprenticeship funding?

- Mandatory for all non-levy apprenticeship starts managed through the apprenticeship service
- Funding is only available where a reservation has been made
- Can only be made against apprenticeship standards
- Not required for transfer funded apprenticeships
- Employers can delegate the data entry to their training provider
- Employers can use their reservations with different providers if they choose

## What do you need to reserve funding?

You will need the following information to reserve funding

- The apprenticeship expected start month
- Apprenticeship standard

## Reminder...

- In January planning to start the transition of smaller employers that don't pay the apprenticeship levy onto the service
- Funding through the service will be available to employers for standards only – they can choose from all main providers on RoATP
- Procured non-levy contracts will be extended and we will run both systems for a period
- Reservations belong to the employer

# We can help you with your recruitment

Learning Curve Group can provide a dedicated recruitment service that works alongside your HR team. This dedicated resource will work with you to draw up job descriptions for new roles and ensure that progression route/pathways for current employees are illustrated for new apprenticeship entrants. Our team will develop recruitment strategies using various platforms as well as working closely with managers to make the recruitment process as smooth as possible.

To find out more about how our recruitment team can help you, get in touch with us today

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## THE APPRENTICESHIP REFORMS AND HOW IT AFFECTS DIFFERENT BUSINESSES

### Smaller Businesses (50 employees or less)

- Apprenticeship costs will be covered by the government if the employer has less than 50 employees and they are aged 16-18
- The costs will also be covered if the learner is 19-24 and has an Educational Healthcare Plan or has been in Local Authority Care.

### Small-Medium Enterprise (less than £3 million wage bill)

- A 5% contribution to apprenticeship programmes from April 1st 2019.
- The government will contribute the remaining 95%
- For apprentices aged 16-18 a £1,000 grant is available

### Large businesses (over a £3 million wage bill)

- Larger businesses, with a annual wage bill over £3 million, are required to pay 0.5% of this wage bill to The Apprenticeship Service and this can then be used to fund the delivery of apprenticeships.
- HMRC will collect the money on a monthly basis through PAYE and it goes into the company's Apprenticeship Service account
- This money will then be used to fund apprenticeship programmes via recognised training providers.
- If employers do not use this 0.5% for apprenticeship training they will lose this money.

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