



Stamford
College

APPRENTICESHIPS EMPLOYER GUIDE

**Making Apprenticeships
Work for Your Business**



Stamford
College



Adult
Learning
& Skills
Service



Apprenticeships

MAKE APPRENTICESHIPS WORK FOR YOUR BUSINESS

Apprenticeships are available to new and existing employees and are a proven way to train staff in the workplace.

Apprenticeships are government endorsed and usually include a nationally recognised qualification (Levels 2, 3, 4 and above), functional skills and paid employment.

This guide provides you with an overview of the Apprenticeship offer we have available to employers in the Peterborough, Lincolnshire, Rutland, Leicestershire and Northamptonshire areas.

If you would like to find out more, please contact us on:

T: 01780 484300
E: apprenticeships@stamford.ac.uk



Information is correct at the time of going to press. Every effort is made to ensure accuracy. The college reserves the right to withdraw or amend courses detailed in this publication. If you require this publication in an alternative format please contact us on: 01780 484300

THE FACTS

1

Employers think that Apprentices are 15% more employable than those with other qualifications (www.gov.uk)

2

We offer Apprenticeships in a wide range of industries, including Accounting and Business Administration, Construction Trades, Adult Social Care, Hair and Beauty, Hospitality, plus many more.

3

Apprenticeships are available up to degree level.

4

In 2015/16, Apprenticeship participation increased to 899,400 - the highest number on record. (*Department for Business, Innovation and Skills*)

INTRODUCTION TO APPRENTICESHIPS

What are they and why will they work for your business?

THE BASICS

- Apprentices work as a paid employee within an organisation whilst working towards a nationally recognised qualification
- Apprenticeships are available to current and new employees, and start at GCSE equivalent up to degree level
- Apprentices work for at least 30 hours per week and training for their qualification will take place whether at work or in College, usually for one day per week
- Apprenticeships take between 1 and 5 years depending on the level, framework, sector and the Apprentice's prior skills.

AS PART OF THEIR EMPLOYMENT, APPRENTICES MUST:

- Work with experienced staff
- Learn job-specific skills
- Study for a work-based qualification during their working week.
- Be paid at least the national minimum wage for Apprentices
- Complete 20% off the job training.

WHO CAN COMPLETE AN APPRENTICESHIP?

Existing employees Apprenticeships are an ideal way to upskill your current workforce. If you have full-time staff over the age of 16 who do not yet have a relevant qualification, you can access training for them through the Apprenticeship route (subject to eligibility).

New recruits Apprenticeships are also a cost-effective way to attract fresh talent. If you would like to employ a new member of staff as an Apprentice, we can help. We offer a free recruitment service to support you with the recruitment process, ensuring only the best candidates are selected for interview.



FUNDING APPRENTICESHIPS

At Stamford College we have access to Government funding for Apprenticeships. This means anyone aged 16 or over who doesn't yet have a Level 2 or Level 3 qualification in the area they are working in, can access training (subject to availability).

As part of their employment, Apprentices must be paid the national minimum wage for Apprenticeships - £4.30 per hour (from 1st April 2021).

The apprenticeships levy will support the government's pledge to create three million Apprenticeships which started in 2020.

The levy will put employers in the driving seat in terms of Apprenticeship funding, enabling them to improve the skills of their workforce and help their business to grow.

- It applies to all UK employers in both private and public sectors.
- It is payable on annual bills of more than £3 million.
- For employers paying into the levy, it is charged at a rate of 0.5% of their pay bill. Payments are collected monthly by HMRC through pay as you earn.
- There is a £15,000 fixed annual allowance to offset the levy payment.
- Employers with an annual pay bill of less than £3 million do not pay the levy - these employers continue to have access to Government funding to support Apprenticeships.

Employers access their funding via a Digital Apprenticeship Service (DAS) account. This Service also allows employers to identify a training provider, choose an Apprenticeship training course and find a candidate.

THE BENEFITS

Fill your skills gaps an Apprentice's training is tailored to meet your organisation's needs, resulting in a loyal and motivated work force.

Increasing productivity by developing staff skills and expertise.

Value for money a cost-effective way to upskill your staff or attract new talent and fresh eyes into your organisation.

Save money we can advertise your vacancies and recruit the best candidates for your needs.

WHAT DO WE OFFER?

We have extensive experience of working with small, medium and large organisations in a range of sectors and business areas.

Business and IT

BUSINESS ADMINISTRATOR

Apprenticeship Standard Level 3

DIGITAL MARKETER

Apprenticeship Standard Level 3

INFRASTRUCTURE TECHNICIAN

Apprenticeship Standard Level 3

Hairdressing

HAIR PROFESSIONAL

Apprenticeship Standard Level 2

ADVANCED & CREATIVE HAIR PROFESSIONAL

Apprenticeship Standard Level 3

Construction

BRICKLAYING

Apprenticeship Standard Level 2

CARPENTRY & JOINERY

Apprenticeship Standard Levels 2 & 3

GAS ENGINEERING

Apprenticeship Standard Level 3

PLUMBING & DOMESTIC HEATING TECHNICIAN

Apprenticeship Standard Level 3

PROPERTY MAINTENANCE OPERATIVE

Apprenticeship Standard Level 2

MOTOR VEHICLE SERVICE & MAINTENANCE

Apprenticeship Standard Level 3

INSTALLATION/ MAINTENANCE ELECTRICIAN

Apprenticeship Standard Level 3

Health and Social Care

EARLY YEARS EDUCATOR

Apprenticeship Standard Level 3

TEACHING ASSISTANT

Apprenticeship Standard Level 3

ADULT CARE WORKER

Apprenticeship Standard Level 2

LEAD ADULT CARE WORKER

Apprenticeship Standard Level 3

Sport

COMMUNITY ACTIVATOR COACH

Apprenticeship Standard Level 2

COMMUNITY SPORT & HEALTH OFFICER

Apprenticeship Standard Level 3

THINKING ABOUT TAKING ON AN APPRENTICE?

If you have full-time staff over the age of 16 who do not yet have a relevant qualification in the area they working in, you can access training (subject to eligibility) for them through the Apprenticeship route. If you would like to employ a new member of staff as an apprentice, we can help.

DIRECT EMPLOYMENT

After taking a recruitment brief, we will support you to advertise your vacancy on the Apprenticeship website, through JobCentre Plus, as well as through the College's official website and social media channels.

Once the vacancy has closed, we will support you to shortlist applications against a set criteria and invite successful candidates into College for assessments and informal interviews. We will then support you to organise formal interviews with each candidate.

Once you have selected a candidate, we will arrange the Apprenticeship training and provide you with ongoing support from an assessor who has knowledge of your industry.



WHY WORK WITH US?

Tangible results We identify skills gaps and ensure you see an improvement in productivity.

We work closely with employers to develop a training programme that perfectly fits your needs.

Extensive experience working with small, medium and large employers across a range of industries.

Ongoing support from assessors with in-depth knowledge of the industry

Central, easy to access locations across Peterborough, Lincolnshire, Rutland, Leicestershire and Northamptonshire.

Specialised equipment to support Apprentices to become an expert in their field and recruit the best candidates for your needs.



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Part of the Inspire Education Group

www.stamford.ac.uk
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