

A GUIDE FOR **NON-LEVY PAYERS.**

APPRENTICESHIPS

Brought to you by North Warwickshire
and South Leicestershire College

WELCOME

North Warwickshire and South Leicestershire College offers a comprehensive Apprenticeship portfolio to a range of industries and business areas throughout the East and West Midlands.

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

Who is this guide for?

This guide is for those who will not be paying into the levy: whose annual PAYE bill is under £3 million per annum.

This guide provides information on the Apprenticeship reforms and how these will impact your organisation.

Other guides available include:

- Apprenticeships: a guide for levy payers
- Apprenticeships: a guide for students

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

North Warwickshire & Hinckley College

business.development@nwbc.ac.uk

024 7624 3000

www.nwbc.ac.uk/apprenticeships

South Leicestershire College

business.development@slcollege.ac.uk

0116 264 3545

www.slcollege.ac.uk/apprenticeships





CONTENTS

Apprenticeships: the basics	4
Who can do an Apprenticeship?	5
How are Apprenticeships funded?	6
The move from frameworks to standards	8
The Apprenticeship Service Account	10
More than just a training provider	11
What do we offer?	12
More than just an employee...	14
Additional training options: Distance Learning	15

Why choose us?

- We are listed on the Register of Apprenticeship Training Providers
- We have four campuses based across the East and West Midlands
- We work with over 600 employers, from Next, Cavendish Nuclear, to forklift truck specialists Jungheinrich and Toyota
- Our success rates are **80.3%** putting us in the top quartile of providers
- We use the industry Apprentice tracking software Smart Assessor

Apprenticeships: the basics

Apprenticeships are work-based learning programmes that allow learners to gain a qualification whilst working as a paid employee.

They are available to current and new employees, and start at GCSE or equivalent, up to degree level.

Apprentices work for at least 30 hours per week. Training for their qualification takes place either at work or in College, usually for one day per week, but a minimum of 20% of the hours they work.

They take between 1-5 years to complete depending on the level, framework/standard 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, e.g. at College (20% off-the-job training)
- Be paid at least the national minimum wage for Apprenticeships £3.50 per hour (April 2017)

See pages **12 - 13** for information on the sector/ business areas we offer Apprenticeships in, including locations and levels.





Who can do 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 in the area they are working, 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.

There is no upper age limit for those looking to start an Apprenticeship.

How are Apprenticeships funded?

The Apprenticeship levy is a tax that will support the government's pledge to create three million Apprenticeship starts by 2020. Only those whose annual PAYE bill is £3 million or over will be required to pay in to the levy.

From May 2017, non-levy paying employers will pay **10%** of the cost of training and assessment of Apprentices.

The government will co-invest the remaining **90%**.



Additional government support

You will also receive a £1,000 payment if you employ an Apprentice who is:

- Aged 16-18 at the start of their Apprenticeship
- Aged 19-24 and has an education, health and care plan provided by the local authority or has been in the care of a local authority





Organisations with fewer than 50 employees

If your organisation has fewer than 50 employees, there is additional government support available:

If you employ an Apprentice who is either:

- Aged 16-18 at the start of their Apprenticeship
- Aged 19-24 and has an education, health and care plan provided by the local authority or has been in the care of a local authority

Your 10% contribution will be waived – the government will pay 100% of the costs. You will also receive a £1,000 payment.*

*This only applies to business whose annual PAYE bill is £3 million or less. Businesses must have employed an average of 49 or fewer employees in the 365 days before the apprentice is recruited.

If the average number of employees is 50 and the recruitment of apprentices takes this number to 51, you will not be eligible to receive this extra support.

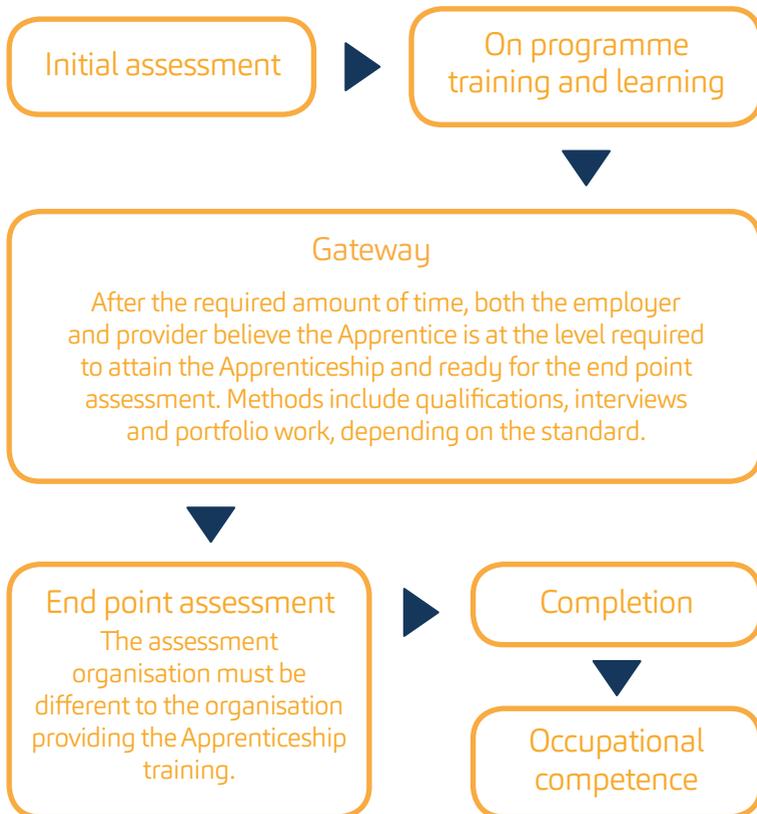
The move from frameworks to standards

From April 2017, the current Apprenticeship frameworks are being replaced with new standards.

These standards have been designed by employer groups/ trailblazers and relate to specific job roles.

Frameworks are currently being switched off in phases.

Rather than continuous assessment, the standards will require an end-point assessment.



Current frameworks will continue to be delivered until standards are approved and introduced.





Changes to funding

Each Apprenticeship standard will be placed into one of 15 upper limits ranging from **£1,500** to **£27,000**.

Each standard will be allocated to a single funding limit.

Employers and training providers will negotiate costs within these limits.

The amount of government support available for each Apprenticeship will be capped by the upper limit.

Number	Band Upper Limit
1	£1,500
2	£2,000
3	£2,500
4	£3,000
5	£3,500
6	£4,000
7	£5,000
8	£6,000
9	£9,000
10	£12,000
11	£15,000
12	£18,000
13	£21,000
14	£24,000
15	£27,000

All frameworks continue to be delivered at their set price. Contact our Business Development Team to find out more.

The Apprenticeship Service Account

The Apprenticeship Service Account is designed to allow employers to manage their Apprenticeships online.

This service is currently only available to levy-paying employers: those whose annual PAYE bill is £3 million or more per year.

As a non-levy paying employer, you won't be able to register for an Apprenticeship Service Account until 2018.

How do I employ an Apprentice?

If you would like to recruit a new employee, we provide a free recruitment service that will support you to advertise your vacancy, shortlist applicants as well as organise assessment and interview.

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.

Take advantage of our talent pool

Using our current bank of CVs, we'll work closely with you to find the perfect candidate for your job role.





More than just a training provider

We will work with you to:

Complete an organisational training needs analysis

Design a programme to match your needs

New recruits

If you would like to recruit a new employee, we provide a free recruitment service.

We will support you to:

- Advertise your vacancy
- Shortlist applicants
- Organise assessment and interview

Current employees

You can use Apprenticeship training to upskill current staff members.

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.

What do we offer?

KEY

▶ Indicates new standards

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

We currently offer Intermediate (Level 2), Advanced (Level 3) and Higher Apprenticeships (Level 4) in the following areas:

Area	Level 2	Level 3	Level 4
Business and Administration			
Accounting	●	●	●
Business and Administration	●	●	
Customer Service	●	●	
IT and Computing	●	●	●
Marketing/Digital Marketer	●	●	
Management		●	
Management – Team Leading	●		
Public Service Operational Delivery Officer		●	
Retail	●	●	●
Construction			
Bricklaying	●	●	
Carpentry and Joinery	●	●	
Fenestration (Glass)	●		
Fitted Interiors	●		
Painting and Decorating	●	●	
▶ Property Maintenance	●		
Education			
Supporting Teaching and Learning in Schools	●	●	
Engineering			
Electrical and Electronic		●	
Electrical Installation		●	

Area	Level 2	Level 3	Level 4
Engineering			
Engineering Manufacturing	●	●	
Engineering Maintenance		●	
Fabrication and Welding		●	
Improving Operational Performance	●		
Technical Support		●	
Hair and Beauty			
Beauty Therapy		●	
▶ Hair Professional	●		
Hairdressing	●	●	
Nail Services	●		
Health and Life Sciences			
Adult Care Worker	●	●	
Children and Young People's Workforce	●	●	
Logistics			
▶ LGV Driver	●		
Logistics Operations		●	
▶ Supply Chain Operator	●		
▶ Warehouse Operative	●		
Motor Vehicle			
Vehicle Fitting	●		
Vehicle Maintenance and Repair – Forklift Truck	●	●	
▶ Motor Vehicle Service and Maintenance Technician		●	

Can't see your sector/business area?

We are always developing our offer to ensure we meet the needs of employers and the regional economy as a whole, get in touch today to find out how we can design a programme to meet your needs.

Contact us today to find out more about costs.

More than just an employee...



Employers say that qualified apprentices are **15%** more employable than those with other qualifications

75%

of employers reported that Apprenticeships improved the quality of their product or service

Apprenticeships boost productivity to businesses by an average of **£214** per week



76%

of employers say that productivity has improved

Apprenticeships enable businesses to grow their skills base resulting in increased profits, lower prices and better products



The Distance Learning Academy

Learn **your** way

In addition to our Apprenticeship offer we have a wide range of short accredited courses that may complement your staff development and training strategy.

- ✓ Fully accredited Level 2 courses
- ✓ Flexible learning
- ✓ Approximately 12 weeks in duration
- ✓ Nationally-recognised qualifications
- ✓ Available to start all year around
- ✓ Fits around work and home life
- ✓ Available nationally
- ✓ Career changing



Health and Wellbeing



Business, Administration and Management



Customer Service



Equality and Diversity



Logistics

For further information contact our **Distance Learning Academy**

✉ distance.learning@nwhc.ac.uk

☎ 024 7624 3504



 www.nwhc.ac.uk/apprenticeships

North Warwickshire & Hinckley College

 024 7624 3000

 business.development@nwhc.ac.uk

South Leicestershire College

 0116 264 3545

 business.development@slcollege.ac.uk

Important details

Information is correct at the time of going to press. Every effort is made to ensure accuracy. The colleges reserve the right to withdraw or amend courses detailed in this publication. If you require this publication in an alternative format please contact us on 024 7624 3000 or 0116 264 3535.