



A GUIDE FOR **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 aimed at levy payers: employers whose annual PAYE bill is over £3 million per annum

It provides information on the Apprenticeship levy, including how you will pay and how you can use your funds.

Other guides available include:

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

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

North Warwickshire & Hinckley College

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www.nwhc.ac.uk/apprenticeships

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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

The Apprenticeship levy is a tax that will support the government's pledge to create three million Apprenticeship starts by 2020.



Only those who have an annual pay bill over £3 million will to pay into the levy

£3,000,000

The levy will apply to all employers in England in both private and public sectors.



How much will I pay?

If your annual PAYE bill is over £3 million, you will be charged at a rate of 0.5% of your PAYE bill.

+0.5%



All employers will receive a £15,000 fixed annual allowance to offset the levy payment.

The government will apply a monthly 10% top-up to funds that employers have available for Apprenticeship training, so every £1 will be increased to £1.10 in value.

The levy can be reinvested into the organisation through Apprenticeship training – to new and/or existing staff.



As a levy payer you will receive:

- **A monthly 10% top up to your funds**
- **A £1000 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 (EHCP) provided by the local authority or has been in the care of a local authority

If you run out of funds in any month, the government will co-invest 90% and you will pay the remaining 10%.



The Apprenticeship Service Account

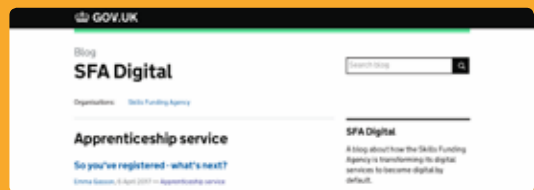
The Apprenticeship Service Account allows you to manage your Apprenticeships online.

As a levy payer you will use this account to:

1. **Find a training provider: you will only be able to select training providers who are listed on the Register of Apprenticeship Training Providers (RoATP)**
2. **Find an assessment organisation, this will be different to your chosen training provider**
3. **Manage Apprenticeship funding**
4. **Sign your employer agreement**
5. **Recruit an Apprentice**
6. **Add Apprentices and authorise payments to your training provider**
7. **Monitor the balance of your funding**

Did you know?

North Warwickshire and South Leicestershire College is listed on the Register of Apprenticeship Training Providers (RoATP).



Details will be sent to your Payroll Department via HMRC.

Our UKPRN is: 10004718

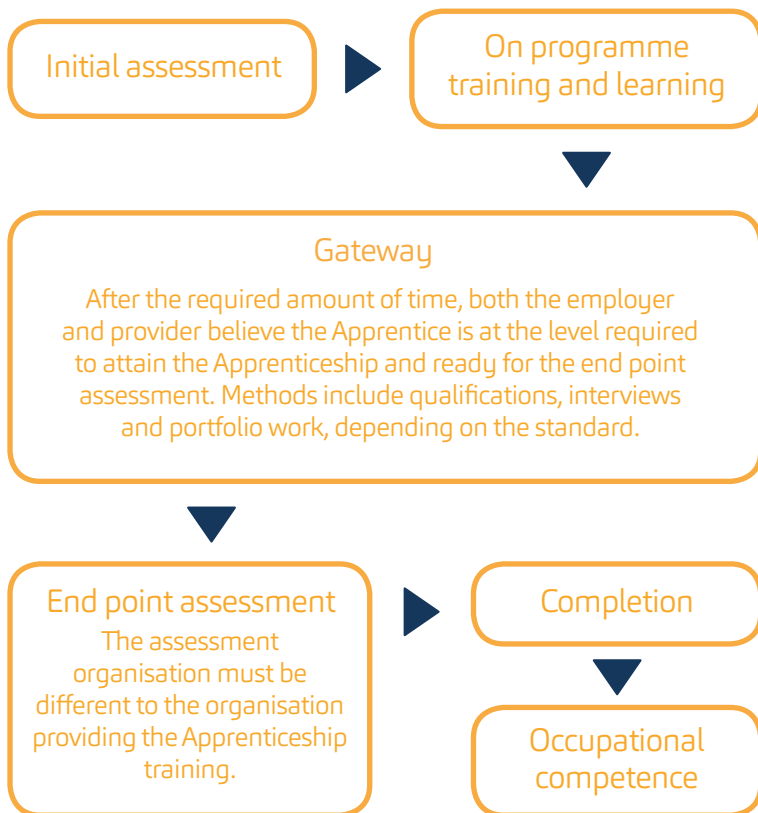
The move from frameworks to standards

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.





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.

Changes to funding

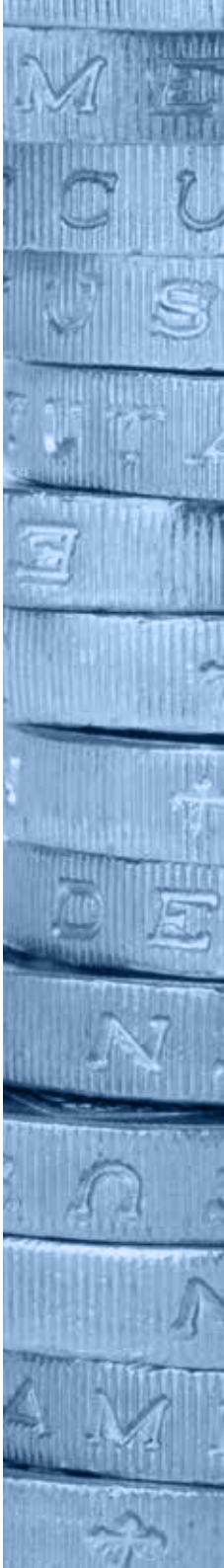
Each Apprenticeship standard will be placed into one of 15 upper limits ranging from **£1,500** to **£27,000**.

Each standard will be allocated to a single funding limit.

Employers and training providers will negotiate costs within these limits.

The amount of levy funds that can be used or 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





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.

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 & 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%

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



of employers say that
productivity has
improved



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

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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.