

taking on an apprentice

[ALL YOU NEED
TO KNOW]

What is an Apprenticeship?

Apprenticeships are designed by employers for employers, and therefore tailored to meet the needs of each specific sector. As employees, apprentices work alongside experienced staff to gain job-specific skills. Training is provided 'off-the-job', usually on a day release basis, apprentices receive training with a local training provider such as a college.

An Apprenticeship is a way for your employees to continue learning while working and gaining National Vocational Qualifications (NVQ). All Apprenticeships include the following elements:

- › An appropriate work based qualification such as a National Vocational Qualification (NVQ) at either Level 2 or Level 3;
- › Key Skills qualifications, e.g. working in teams, problem-solving, communication and using new technology;
- › A technical qualification such as a BTEC or City & Guilds (relevant to the specific Apprenticeship);
- › Other qualifications or requirements as specified by the particular occupation.

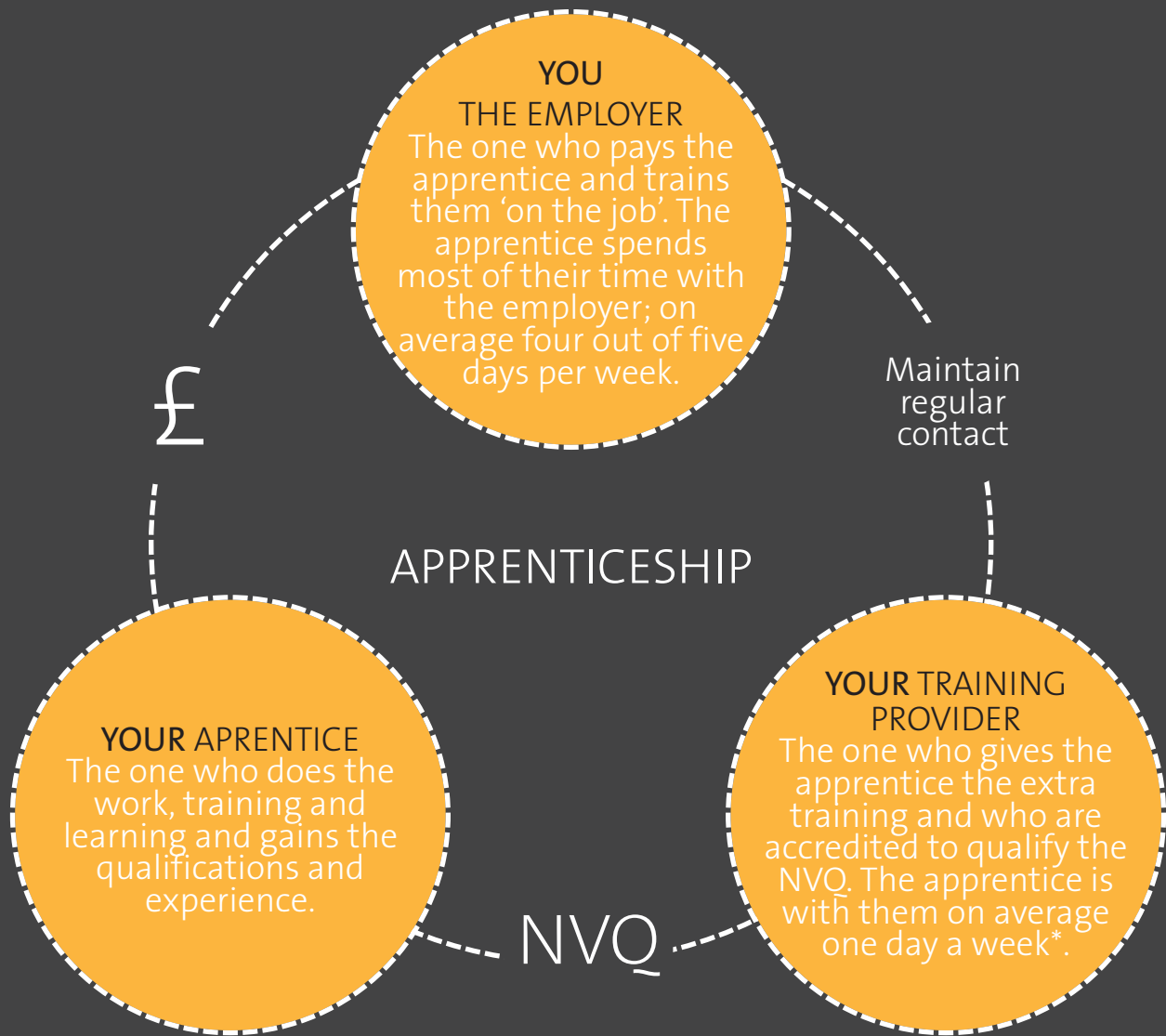
The length of an Apprenticeship depends on the individual but usually takes between 12–36 months.

What sectors do they operate in?

- › There are over 180 different Apprenticeship frameworks on offer in 80 different sectors.

Sectors cover:

- › Administration, Business and Office Work
- › Building and Construction
- › Catering and Hospitality
- › Computers and IT
- › Education and Training
- › Engineering
- › Environment, Animals and Plants
- › Financial Services
- › Leisure, Sports and Tourism
- › Manufacturing and Production
- › Personal and Other Services (including Hair and Beauty)
- › Social Work and Counselling Services
- › Transport and Logistics



*this can vary depending on the Provider.

Legislation and Working Hours

- › Current legislation gives young people aged 16 to 17 the right to time off for study or training. This allows young workers to upgrade their qualifications to NVQ level 2, which in turn will improve their skills and help your business to be more competitive.
- › When recruiting a 16 or 17 year old you are required by law to carry out a risk assessment of the job and their workplace. This is done to identify any problem areas that could harm a young person.
- › When employing a young person it is possible that you will be their first employer and it is reasonable to expect that their awareness of health & safety issues in the workplace will be limited or non-existent. Therefore it is vital that you introduce the importance of health & safety at work to them from the start of their employment.
- › Young workers have special rights under the Working Time Regulations. The rights of young workers – those over the minimum school leaving age but under 18 are:
 - › a limit of eight hours working time a day and 40 hours a week (unless there are special circumstances);
 - › not to work either between 10pm and 6am or between 11pm and 7am (except in certain circumstances);
 - › 12 hours rest between each working day;
 - › two days weekly rest and a 30-minute in-work rest break when working longer than four and a half hours.



How much does it cost?

- › You need to pay the learners' wage (most apprentices are employed by the business and paid a salary that reflects their skills, experience, age and ability – the minimum salary that can be paid to an apprentice as of August 2009 is £95 per week), reimburse any travel expenses and provide any equipment/clothing they need to do their job.
- › You will be responsible for the on-the-job element of the training so you will need to have a formal induction procedure and ongoing training to develop learners as you would any other new members of staff.
- › You will need to release the learner for off-the-job training. The amount of time you need to release them will depend on what qualification they are doing, this is likely to be one day per week however some apprenticeship programmes support 1 day a month or block release (one week every six to nine months) structures.
- › Funding for the apprentices training is available through the National Apprenticeship Service. The size of the contribution varies depending on your sector and the age of the candidate:
 - › aged 16–18, you will receive 100 per cent of the cost of the training
 - › 19+ up to 50% funding available

The Process

- › Once a training provider has been selected they will make an initial visit to the work premises to discuss:
 - › Cost implications
 - › Structure of training
 - › Information on Health and Safety assessments
 - › Job description – here you can discuss how the apprenticeship programme covers the elements of the role duties and if they need to bespoke any part of it.
 - › Health and Safety checks take place by the training provider before the recruitment process.
- › Learning contract is established – the learning contract is a fixed term agreement for the expected length of the apprenticeship between the training provider and employer, which relates to the specific apprentice and in line with the Learning Skills Councils framework. This covers:
 - › Employer, Training Provider and Apprentice's details and obligations
 - › Schedule and details of the apprentices learning plan
 - › Health & Safety and Accident Reporting Procedures
- › The apprentice will also be bound by a company standard employment contract between the employer and apprentice.
 - › An Apprentice is employed but may be on a temporary contract and therefore will not have a guaranteed job at the end of the training

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