

EMPLOYER FACTSHEET

Strengthen and diversify your business

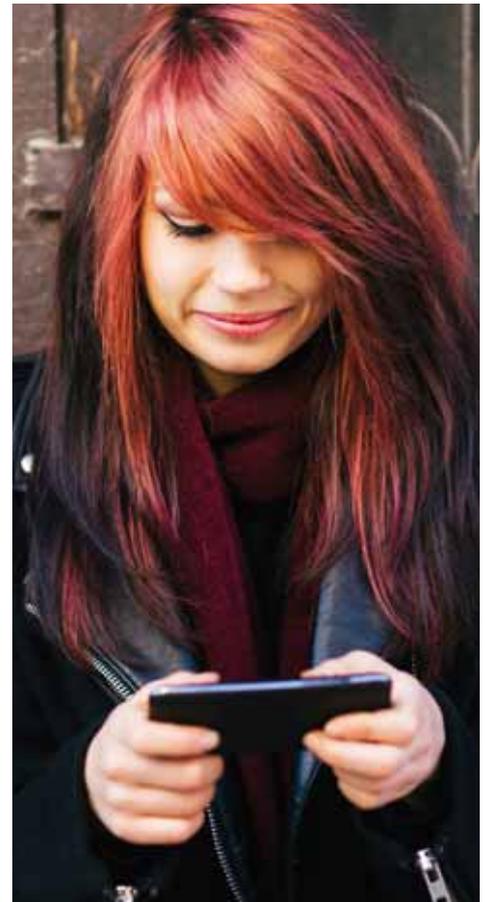
Apprenticeships are for ambitious people of all ages who want to earn while they learn, gaining real skills and knowledge. They offer employers the opportunity to strengthen and diversify their workforce providing a future talent pipeline tailored to business needs.

An apprenticeship is first and foremost a job and comes with substantial training and the development of transferable skills, which is beneficial to the employer and the employee. Most of the training is on-the-job working with a mentor, to learn job specific skills in the workplace. Off-the-job training will depend on the occupational area, the training organisation and the requirements and wishes of the employer.

Apprenticeships are available in 1500 occupations across 170 industries to businesses of all sizes, lasting between 12 months and five years.

Support every step of the way!

You will be supported by a training provider who will offer a full account management service to ensure that you are fully supported throughout the Apprenticeship journey. They'll handle your apprentice's training, qualification and assessment.



The value an apprentice can bring

Apprentices bring enthusiasm and a fresh perspective, so it's no surprise that 89% of employers say they make their business more productive. With the expansion of higher and degree apprenticeships businesses can now access the higher-level technical skills vital to business performance and growth.

Apprenticeships also bring opportunity; to attract new talent, offer progression and develop a motivated, skilled and qualified workforce. They can also help lower recruitment costs, 75% of apprentice employers have found this to be the case and 80% say that apprenticeships will play a bigger part in their future recruitment plans.

Crucially, the research highlights that businesses don't have to wait in order to realise the financial gain of hiring an apprentice, with many companies enjoying economic benefits while their apprentice is still in training



How to take on an Apprentice

- Check the apprenticeships framework for your industry
- Register your interest in employing an apprentice with the National Apprenticeship Service.
- Find a training organisation that offers apprenticeships for your industry
- Check you're eligible for a grant and apply.
- Advertise your apprenticeship
- Select your apprentice

Your questions answered!

What do I pay an Apprentice?

The minimum hourly rate to employ an apprentice is £3.30 per hour. As a guideline this is paid to the apprentice for the first 12 months of the Apprenticeship.

Can I pay them more salary or commissions or bonuses? Yes.

How do I pay them? They are paid via your normal payroll processes.

Am I eligible to receive any government grants? You may be entitled to a grant. Read the government guidance here to see if you're eligible: www.gov.uk/take-on-an-apprentice/employer-grants-apprentices

How long is an Apprenticeship? The minimum is 12 months but most high quality Apprenticeships will take longer – up to four years.

How many hours can they work? An apprentice can work a minimum of 30 hours up to a maximum of 40 hours per week. They cannot work more than 8 hours per day.

Can they work weekends or bank holidays? Yes they can, as long as the total working week is not more than 40 hours.

Are they entitled to holidays? The same as your other employees.

Do I need to give them a contract of employment? They are employed by you and will need a contract.

Will I need to spend time with them? It is important that someone within your organisation gives your apprentice regular feedback so they can learn how to develop new skills on the job. Your apprentice will also need to spend one hour per week working on project work in the workplace as part of their Apprenticeship.

What happens if it isn't working? The apprentice is like any other employee and needs to comply with all your own standards. You are not required to keep them for the 12 months if it is not working,



Who can be an apprentice?

Apprentices are aged 16 or over and combine working with studying for a work-based qualification - from GCSEs or equivalent up to degree level.

Apprentices can be new or current employees.

You could get a grant or funding to employ an apprentice if you're in England. Find out more here: www.gov.uk/take-on-an-apprentice/employer-grants-apprentices

You must pay the apprentice at least the minimum wages during their placement with you.

Your apprentice must:

- work with experienced staff
- learn job-specific skills
- study for a work-based qualification during their working week, eg at a college or training organisation

96% of employers say Apprentices are beneficial to their business*.

Give your team new skills and energy! Employ an Apprentice today!

*Source: National Apprenticeship Service 'Employer Guide to Apprenticeships'

Find an Ambassador

Discover more about Apprenticeships via the people who deliver them successfully across London. All of our Apprenticeship Information Ambassadors have achieved a Grade 1 or 2 Ofsted inspection, hold a contract direct with government and are matrix accredited.

You can find an Apprenticeship Information Ambassador using our searchable directory at: apprentices.london/directory.php



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We are funded by the Mayor of London to give FREE impartial information on Apprenticeships to your staff and students!



Find out more at
apprentices.london