

THE

EMPLOYER'S

GUIDE

TO

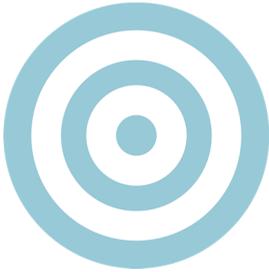
APPRENTICESHIPS

WHAT WE DO



We work with employers throughout Hull, the East Riding, North and North East Lincolnshire, helping them recruit fantastic 16+ year old Apprentices into a variety of job roles, including; Office Administrators, Customer Service Assistants, Marketing Officers, Social Media Specialists, IT Support Assistants, Receptionists, Teaching Assistants and many more.

THE AIM



To ensure that we find you a choice of Apprentices who match your requirements perfectly and that your chosen Apprentice will progress into permanent employment with yourselves and become a key member of staff in the future.

HOW IT WORKS



We will discuss your requirements and advertise your position on www.findapprenticeship.service.gov.uk as well as through a number of other outlets. After interviewing potential candidates ourselves and putting them through an Apprenticeship taster day, we'll send you a choice of CV's for those candidates who we feel meet your requirements. We will then organise interviews and let the candidates know the outcomes. Once you have selected an Apprentice, they will be signed up for an Intermediate Apprenticeship (see page 4) on the first day of employment with yourselves.

THE BENEFITS



Productivity

Apprentices bring new energy, ideas and enthusiasm to the workplace, which has a knock-on effect on other employees, increasing productivity across the business.

Practice

A new apprentice is trained to do things your way, learn your processes and your company cultures. Mould your own workforce into skilled employees.

Profile

Offering apprenticeships is a great way to improve your company image and raise your profile in the local area. As many employers rely on their local talent pool, this is a great way to improve recruitment too.

Preservation

Apprentices learn how your business works, they appreciate you taking time to train them. You are passing on your knowledge, experience and skills providing you with a skilled workforce for the future.

Progression

Apprenticeships aren't just for entry level roles. You can develop apprentices and up-skill existing staff through apprenticeships. You won't pay NI contributions for an apprentice under the age of 25.

SUCCESS



We want to work with you for years ahead and the success of your Apprentice is of paramount importance to us. We will do everything we can to support you at all times and our dedicated, professional, experienced and enthusiastic team are available at all times should you need us.

THE COST



You will need to pay your Apprentice's wage and the National Minimum Wage for Apprentices is currently £3.90 per hour. If you employ an Apprentice aged 16-18 you will be entitled to an employer incentive payment of £1,000. You can employ an Apprentice for a minimum of 30 and maximum of 40 hours per week.

PAPERWORK



Prior to your Apprentice commencing employment with yourselves, we will need to carry out a Health and Safety site visit. This visit can take up to an hour and is a requirement of the Education & Skills Funding Agency (ESFA) who fund Apprenticeships. It is important to note that we will be classed as the training provider and you the employer. As such, you will need to provide your Apprentice with an Employment Contract on the first day of their employment and it is an ESFA requirement that you provide us with a copy for our records. Also on the first day of employment, you will be sent a Workplace Induction Checklist, Confidential Health Form, Learning Agreement and a Service Level Agreement (if not previously completed). Again, it is an ESFA requirement that you complete, sign and return this paperwork to us at your earliest convenience.

INTERMEDIATE APPRENTICESHIP

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In most cases, your new Apprentice will be signed up for an Intermediate Apprenticeship with yourselves. The level of learning in an Intermediate Apprenticeship is the equivalent to Level 2 (GCSE A-C or 4-9). This allows your Apprentice to learn the practical work-based skills, but they also have the opportunity to do qualifications that look at Functional Skills, such as English, Maths and IT. Your Apprentice will be assigned an Assessor who will guide your Apprentice through their Intermediate Apprenticeship framework in a comfortable and timely manner, both for your Apprentice and yourself. In order to achieve all qualifications within their Intermediate Apprenticeship framework, you will need to release your Apprentice for half a day per week and this time must be included in their working hours. Not all Apprentices will be required to be released for half a day per week for the full duration of their Intermediate Apprenticeship, it just depends on the framework chosen and exemptions from any of the qualifications within that framework (e.g. a grade A-C or 4 and above in Maths will exempt an Apprentice from having to do Functional Skills in Mathematics). It will take your Apprentice a minimum of 12 months to achieve their Intermediate Apprenticeship and throughout their Apprenticeship their Assessor will keep you updated with their progress. We offer Intermediate Apprenticeships in the following areas:

- Business Administration
- Customer Service
- IT Application Specialist
- Supporting Teaching and Learning in Schools
- Team Leading

ADVANCED APPRENTICESHIP

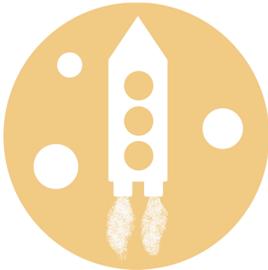


Your Apprentice can either start at Advanced Apprenticeship level or progress onto this after the completion of their Intermediate Apprenticeship. The level of learning in an Advanced Apprenticeship is the equivalent to Level 3 (A-Level). It will take your Apprentice approximately 12-18 months to achieve this Apprenticeship framework and their Assessor will keep you updated with progress.

We offer Intermediate Apprenticeships in the following areas:

- Business Administration
- Customer Service
- IT Application Specialist
- Social Media for Business
- Supporting Teaching and Learning in Schools
- Management

IN THE FUTURE



Once your Apprentice has achieved both their Intermediate and Advanced Apprenticeship frameworks, it is hoped that they'll have done so well that you'll want to take them on permanently. You can, of course, offer them a permanent contract of employment at any point from your Apprentice's first day of learning onwards.

USEFUL LINKS



National Apprenticeship Service

www.apprenticeships.org.uk

The National Apprenticeship Service, part of the Education & Skills Funding Agency, is the government agency that coordinates apprenticeships in England, enabling young people to enter employment.

Equality and Diversity

In addition to ensuring our learners are entering a safe environment, we also want them to enter a fair environment – is Equality & Diversity something that your organisation has considered before? Whether your business is well versed in E&D considerations, or it is something entirely new to your organisation, we believe this [ACAS booklet](http://www.acas.org.uk/media/pdf/t/l/Delivering-equality-and-diversity-advisory-booklet.pdf) (<http://www.acas.org.uk/media/pdf/t/l/Delivering-equality-and-diversity-advisory-booklet.pdf>) will be of use to you.

Prevent

All employers with apprentices should exemplify fundamental British values through their behaviour and practice with learners, colleagues and other people they interact with through their work. This will include demonstrating and promoting tolerance and mutual respect as part of their Equality Duty and complying with the Equality Duty as set out in the Equality Act 2010 to prevent discrimination against people with protected characteristics.

If you would like any further information, advice or guidance on E&D or Prevent, please do not hesitate to contact us at the training centre.

CONTACTS



Hull
2 Charlotte Street Mews
Hull
HU1 3BP
T: 01482 211714

Grimsby
The Business Hive
13 Dudley Street
Grimsby
DN31 2AW
T: 0800 9155381

Scunthorpe
The Bellwood Suite
Unit 3, Park Square
Scunthorpe
DN15 6JH
T: 0800 9155381

Chris Dolman - Strategic Development Manager
chris@hbtc.co.uk

Louise Clublely - Business Relationship Officer
louise@hbtc.co.uk

SOCIAL



www.hbtc.co.uk



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