A Guide into Apprenticeship Funding.

At Bolton College we understand your business is unique, but so are Apprentices. Apprenticeships are a unique way to grow your workforce by combining working in industry and gaining practical on the job training experience with off-the-job-based theory.

This means that whilst your apprentice is learning new skills and gaining a qualification, you will benefit from them contributing to your productivity.

Apprenticeships are flexible and can be modified to suit your business needs, for both now and succession planning for the future. Apprenticeships are about long-term workforce development, to ensure sector specific technical and practical skills. Bolton College works closely with employers and sector skills councils to develop apprenticeships that meet current and future needs of your industry.

**Benefits of employing an apprentice**

Offering apprenticeships will provide you with a pipeline of fresh talent, which widen your appeal to prospective employees, and paving the way to becoming an employer of choice. Apprenticeships enable you the employer, to introduce new talent to the business; ensuring that skills and experience are passed on through your workforce

Apprentices will have the right skills and knowledge for the job in your organisation, making them an asset to your workforce

Apprentices are highly motivated, keen to learn and progress within your businesses. Firms that employ apprentices lower their recruitment costs because training staff is more cost-effective than hiring skilled staff

Training apprentices produces workers with skills that are not available on the external jobs market, allowing businesses to shape their workers into precisely the right people for the job, giving you the edge over your competitors

**DAS**

The Apprenticeship Service is the Government portal that allows all employers to access Apprenticeship Funding

Using your PAYE number, you will need to set up your account and reserve the funding, which comes from the government to us, the Training Provider

You are in complete control of your Apprenticeship Service account – if you want us as the training provider to add apprentices to your account, you would need to pass over the permissions to us

You can add apprentices, manage your apprenticeship funding and apprentices, and even recruit apprentices through the Apprenticeship Service

We as the Training Provider can act as general support for the Apprenticeship Service, i.e. talking you through reserving funding for an apprentice, but for anything account-specific, the Apprenticeship Service would need to speak to you. Your account is linked to personal business details, so is therefore treated like a bank account and we can’t act on your behalf

\*\*I have attached 2 PDF’s to this email\*\* which we send to employers to explain what do do on DAS. Maybe these can be linked to the website?

**Apprenticeship Funding**

**Overview**

An Apprentice needs to be 16 or over and be able to combine studying; to gain the skills, knowledge and behaviours, whilst working in a specific job.

An Apprentice can be a new employee, or an existing member of staff who wishes to upskill and gain further qualifications.

An Apprentice must:

• Learn the skills for the specific job

• Work with experienced members of staff

• Be allowed time to study or train during their working week (this needs to be at least 20% of their normal working hours)

Paying for Apprenticeship & Assessment

This will all depend on whether you pay the apprenticeship levy or not.

Non-Levy payers will receive funding from the government via the DAS which you will be required to reserve.

Non- Levy payers will be required to pay 5% towards the cost of the apprenticeship if the learner is above 19 or you employ more than 50 employees.

You’ll be a levy employer if you have a pay bill over £3 million each year. More details on Apprenticeship Levy can be found [here](https://www.gov.uk/guidance/pay-apprenticeship-levy)

Pay and conditions for an apprentice

As an employer you are responsible for:

• Paying the apprentice’s their wage - this includes time spent on training or studying towards their apprenticeship.

• You must pay apprentices at least the National Minimum Wage

• Signing an apprenticeship agreement with the College & your apprentice

Apprenticeship Conditions

An apprentice must be working to a government approved apprenticeship and their training must last at least 1 year and 1 week.

The apprentice must be employed in a real job that provides them with the opportunity to develop and gain the knowledge, skills and behaviours they require to pass their EPA (End-Point Assessment)

Studying or Training

Apprentices must spend at least 20% of their normal working hours training.

The training can take place:

• At the apprentice’s place of work

• Somewhere else such as the college

• Online

Employee rights

You must treat an apprentice with the same conditions as any other employee working within a similar role or grade. This includes:

• Sick pay

• Paid holidays

• Any additional benefits you may offer such as a childcare voucher schemes

• Support such as coaching or mentoring

**Grants**

**Overview**

You can get £1,000 to support your apprentice in the workplace if they are one of the following:

* 16 to 18 years old
* 19 to 25 years old with an education, health and care plan
* 19 to 25 years old and they used to be in care

**What you can use the payment for**

You can spend it on any costs associated with supporting an apprentice in the workplace.

For example, on uniforms, your apprentice’s travel or their salary.

**How to get the payment**

Employers do not need to take any action.

We use confirmation from the Bolton College that an apprentice is eligible and calculate payments.

Bolton College must get consent from apprentices who have EHC plans or have been in the care of their local authority to share this information with the employer. Payment will not be calculated for employers if consent is not provided.

**When you’ll get paid**

If your apprentice is eligible. The first payment of £500 should be paid to the employer by the Bolton College after 90 days of the apprenticeship training start date.

The final payment of £500 should be paid to the employer by the Bolton College after 365 days of the apprenticeship training start date.

**Off the Job Training**

Off-the-job training is a statutory requirement for an Apprenticeship. It is training which is received by the apprentice, during the apprentice’s normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the approved apprenticeship referenced in the apprenticeship agreement. By normal working hours we mean paid hours excluding overtime.

<https://www.gov.uk/government/publications/apprenticeships-off-the-job-training>

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| **Example of Off the job training** | | |
| **Theory Knowledge** | **Practical Learning** | **Support Time** |
| Classes | Shadowing | Assignments |
| Online Learning | Mentoring | Revision |
| Researching | Network events | Exam Prep |
| Role Play | Project Work | Reflective Journal |
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**Recruitment Process \*\*I have this within a word document but able to copy and paste it into here.**

