

## What about non-levy paying employers?

Here's a list of the top five things you need to know:

1. If you do not have a £3 million wage bill you will not pay the levy, however this does not mean that you cannot access apprenticeship funding.
2. Government will pay a 90% contribution to the cost of any apprenticeship programme you choose. You will be required to contribute 10% of the total cost. This will be across the lifetime of the apprenticeship.
3. Under the Digital Apprenticeship Service, you will still be able to choose a training provider, advertise vacancies and select an assessment organisation.
4. Apprentices don't have to be new employees. They can be existing employees who undertake apprenticeship training for development purposes or to progress within your organisation.
5. If you are an employer with less than 50 employees and are recruiting a 16-18-year-old apprentice, you will not be required to make any cash contribution. Employers will also receive a £1,000 incentive payment, to be paid through the provider, for hiring a 16-18 apprentice.

## How do I recruit an apprentice?

Hertford Regional College can help you with apprentice recruitment by:

- ➔ Finding suitable candidates
- ➔ Creating job descriptions
- ➔ Advertising your vacancies
- ➔ Screening applicants and interviewing eligible applicants if needed
- ➔ Matching applicants to your job description and finding the most suitable apprentice for your company.

HRC can help you with upskilling your current workforce. We can support with wider workforce development provision (outside of Apprenticeships).

All apprentices are monitored and supported to ensure they make timely progress.

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# AN EMPLOYER'S GUIDE TO APPRENTICESHIPS

Hertford Regional College

   hertregcollege  
[www.hrc.ac.uk](http://www.hrc.ac.uk)



## Introduction to HRC

HRC is a medium sized Further Education College based across two campuses in Hertfordshire: **Broxbourne** and **Ware**.

The College has been offering apprenticeships since they started in the 1990's. Our college catchment area is supported by excellent transport links. We provide programmes for students and employers based in Hertfordshire, Cambridgeshire, London and Bedfordshire.

Our goal at HRC is to prepare our students for their future career. We believe that the learning experience that they gain with us at HRC is critical in setting our students ahead of the competition and in helping them to develop and excel in their chosen occupation.

HRC is a modern and progressive college with an excellent track record. We offer a wide choice of vocational courses from full-time & part-time courses to apprenticeships and Higher Education programmes

Our buildings have award-winning facilities filled with specialist and professional equipment and our tutors are industry experts looking to share their experiences with our students and apprentices.

We work with a network of local employers who are as committed as we are to ensuring that their employees are fully supported to succeed.

## What is an apprenticeship?

An apprenticeship is a work-based training programme which include on and off the job training which can be both formal and informal.

- Apprenticeships are real jobs and apprentices must be employed for at least 30 hours per week.
- The majority of apprenticeships will contain nationally recognised qualifications which are relevant to the job role.
- An apprenticeship can last for 1 - 4 years, depending on the subject area, and/or higher levels.
- An apprentice must spend at least 20 percent of their time participating in off the job training.

The perception is that apprenticeships are often focused on young people aged 16-18. However, they can be used to support people of all ages, as well as an existing workforce to develop skills and support a career in a new occupation or job role.

Apprenticeships are available in a wide range of occupations and industries. We make sure that every apprenticeship is relevant and appropriate both for the apprentice and for your business.



Hertford Regional College are able to respond to requests made by employers for the delivery of apprenticeship provision listed within the apprenticeship standards directory.

There are various levels of apprenticeship available:

- **Intermediate apprenticeship** (Level 2 - equivalent to five A\*-C GCSEs)
- **Advanced apprenticeship** (Level 3 - equivalent to two A-levels)
- **Higher apprenticeship** (Levels 4-7 - equivalent to a foundation degree and above)
- **Degree apprenticeship** (Levels 6 & 7 - full bachelors or master's degree)

## The benefits of employing apprentices

As an employer who offers apprenticeships you can benefit from:

- Attracting new talent to your business (succession planning for the future of your business)
- Shaping young people into the kind of employees that you need
- Better skilled and qualified employees
- Committed staff, who recognise the investment you have made in them
- Retaining staff, including allowing them to re-train into new roles, giving them the opportunity to progress in the organisation.



## Employers responsibilities

As the employer you must give your apprentice an induction into their role and provide on-the-job training.

You are responsible for paying your apprentice's wages and issuing their contract of employment. Please visit the link below to see current wage structures:

<https://www.gov.uk/national-minimum-wage-rates>

As an employee, the apprentice receives the same benefits as other employees. By employing an apprentice, you have certain requirements to meet.

All apprentices must have an Apprenticeship Agreement in place between the employer and the apprentice, if the apprentice is under the age of 18 their parent or guardian must also sign.

## What funding is available to an employer towards the training costs of an apprenticeship?

In spring 2017 the way the government funds apprenticeships in England is changing. Some employers will be required to contribute to a new apprenticeship levy, and there will be changes to the funding for apprenticeship training for all employers.

## Who will pay the levy?

Here's a list of the top five things you need to know:

1. The levy will apply to all UK employers in both the private and public sectors, regardless of whether or not they have apprentices. It will be payable on annual pay bills of more than £3 million.
2. The levy will be at a rate of 0.5% of the employer's wage bill. The wage bill is defined as 'total employee earnings' of every employee. Employers will have a fixed annual allowance of £15,000 to offset against their levy payment.
3. To make the most out of the levy, employers can either hire apprentices or upskill their current workforce.
4. Levy funding can only be spent on apprenticeship training and assessment with approved providers like HRC.
5. The way in which apprenticeships are delivered is changing. Employers' funding for apprenticeships in England will be made available via a new Digital Apprenticeship Service account (similar to online banking). The government will apply a 10% top-up to monthly funds going into levy paying employer's digital accounts.