

Apprenticeships & Your Business

A guide for small & medium sized businesses.



Government Support for Apprenticeships

According to a new [House of Commons Library report](#), youth unemployment is at a new high of 12.8% compared to an unemployment rate of 4.2% for the whole population.

There are several reasons for this rise, but one of the solutions is access to apprenticeships.

If you think you might be one of those businesses who would like to do their bit to support the next generation of workers, the good news is that apprenticeships offer great outcomes for both the apprentice and the businesses they work for.

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Why you should get an apprentice

It feels like a big commitment, so is it worth it?

According to apprenticeship specialists, Asset Training*:

"There are many benefits to hiring an Apprentice. 86% of employers said apprenticeships developed skills relevant to their organisation and 78% reported improved productivity. (Apprenticeship Hub).

Apprentices can bring a breath of fresh air to your business and new creative ideas that can help your business flourish. 90% of apprentices stay on in their place of work after completing an apprenticeship (About Apprenticeships) this means you can truly grow your own staff, with your company values, standards and beliefs and have that Apprentice become a valued member of your team."

****"Asset Training offer a free of charge recruitment service for any employer who is interested in taking on an Apprentice, they will advertise on your behalf, filter the candidates and even interview them before they send a shortlist of candidates over. Their experienced Business Development team can give advice on what Apprenticeships may suit some of your existing staff to aid your workforce development and CPD."***

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Image by Rico Robinson from Pixabay

Finding the right apprenticeship



There are apprenticeships for every area of employment, so it is important to find the right apprenticeship for your business. While apprenticeships are great for apprentices and employers alike, there are responsibilities that come with it. Make sure you are aware what yours will be before you commit. It is also especially important to select the right training for your organisation.

We've supplied links to more information on finding courses, providers and funding bands. When you find a training course that you think works for your business, get in touch with the provider to find out more.

You can find out more about apprenticeships, funding, & class codes by following the links below.

[What is an apprenticeship?](#)

[Choosing the right apprenticeship](#)

[Apprenticeship Standard Class Codes](#)

[Funding Rules & Guidance for Employers- 2023](#)



What Employers Need to know

Your responsibilities

Employers are responsible for;

- Paying the employee's salary, which is a minimum of £5.28 per hour (minimum wage).
- Ensuring apprentices work towards an approved apprenticeship. Their training must last at least 12 months.

In addition, you must ensure;

- Your apprentice works with experienced staff
- They learn job-specific skills
- And get adequate time off during their working week for apprenticeship training

Your training costs could be partly covered depending on your business size and the age of the apprentice. You could receive a government contribution of up to 100%.

You can calculate estimated training costs [here](#).

Apprenticeship Bonus

Employers may be entitled to an additional £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 (EHCP)
- 19 to 25 years old and they used to be in care

Before you commit...

- Think carefully about the role you want to create in your business and write a job description for it.
- Find a course that matches the role you are looking to create.
- Find a provider in your area that offers the course and speak to them about what is involved.
- Think about where your apprentice will work. Where will they sit or be based?
- Who will supervise your apprentice? Who will liaise with the course provider they sign up to? Do they have time to take on this new responsibility?

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Alternatives to Apprenticeships

Apprenticeships are not going to be the right solution for everyone, so what are the alternatives?

- T-Levels and industry placements
- Skills Bootcamps

You can find out about more training opportunities for future or current staff [here](#).

To recap, before you go for it, think about...

- What exactly is the job you are offering? Write a job description, just as you would for any other role.
- Once you have defined the role and the tasks involved, clarify the kind of personal skills you are looking for. Your potential work placement employee may have just left school and not have any of the usual accreditations you would look for, so think creatively about the right kind of personality for the skills you will be seeking to help develop.
- What training will you provide?
- Who will supervise the apprentice? Do they have time to set up training, mentor, evaluate, and monitor this additional person? If it will take away from their time, how will their tasks be reassigned?
- Where will your apprentice work? Do you have room for them in your current space?

Get in touch with us if you would like to talk through any of this with us.

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