



# West Lancashire Apprenticeships Employer Guide July 2016

## APPRENTICESHIP FACTS

An apprentice can be a new or existing employee

An apprentice can be any age but support is targeted at apprentices aged 16-24 years

Apprenticeships are available in 1,500 job roles covering more than 170 industries

Apprenticeships can last from 1 to 5 years, depending on the level of qualification the apprentice is studying for

### Did you know?

You must offer apprentices the same conditions as other employees working at similar grades or in similar roles; for instance, paid holidays and sick pay

During an apprenticeship, most learning is done at the apprentice's place of work

You must pay your apprentice in line with legal requirements

## HIRING AN APPRENTICE

1 •What do you want your apprentice to do?  
Create a job description and match to a framework.

2 •What sort of apprentice do you want?  
Create a person specification and choose level.

3 •Who will deliver the training?  
Find a training provider.

4 •Are you eligible for a grant?  
Check and apply.

5 •How will you recruit?  
Advertise - your training provider can help!

6 •Select and employ your apprentice.  
Create employment contract.

## APPRENTICESHIPS BY LEVEL

Intermediate Level 2  
\*5 GCSE passes

Advanced Level 3  
\*2 A-Level passes

Higher Level 4-7  
\*Foundation degree and above

Degree Level 6-7  
\*Bachelor's or Master's degree

\*equivalent to

For further information on apprenticeships, grants and support, please contact  
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## APPRENTICESHIP REFORM

Standards replacing frameworks

Give employers greater control over funding

The future of apprenticeships

All apprenticeships must last a minimum of 12 months

Employer-led Trailblazers designing apprenticeships

All apprenticeships have an end point assessment and include grading

## GOVERNMENT TARGET



The government has a commitment to create 3 million new apprenticeships by 2020 in England.

The aim of the government apprenticeship reform is to make apprenticeships:

- Employer driven
- Simple
- Of quality

The government aims to improve apprenticeships so they are viewed with the same esteem as University.

## DEGREE APPRENTICESHIPS

- An apprentice can study for a degree via an apprenticeship route
- The government will fund two-thirds whilst an employer funds one-third of the course fees
- Degree apprenticeships typically last 5 years

## TRAINEESHIPS

- Traineeships involve employers providing a work experience programme to individuals aged 16 to 24 to help them become 'work ready'
- This is a great opportunity to train an individual and potentially recruit them as an apprentice on completion of their traineeship
- Traineeships also focus on attaining core skills in English and Mathematics
- The programme can last up to a maximum of 6 months

## APPRENTICESHIP LEVY

- The apprenticeship levy is planned to be introduced in 2017
- Companies with a payroll in excess of £3 million per annum will pay the apprenticeship levy
- The levy will be set at 0.5% of an employer's wage bill paid through PAYE
- An allowance of £15,000 is given to offset against levy payments
- Other allowances and incentives will be available from the government
- Apprenticeships will be managed through a DAS (Digital Apprenticeship System)

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