

Employer – Key Apprenticeship Information

Plumpton College wants to provide your business and apprentice with the best experience possible. To support this, we have highlighted below some key information that you should be aware of when training a member of staff via an apprenticeship scheme.

Employment

- ✓ An apprentice is your employee. They require a contract of employment that runs for the duration of the apprenticeship.
- ✓ Ideally your apprentice should be working a minimum of 30 hrs per week (college release or workplace learning is included in employment hrs). If less than 30hrs then the duration of the apprenticeship will be extended.
- ✓ If your apprentice is under 18, the maximum number of hours per week they can work is 40, with a shift lasting no longer than 8 hours and a rest break of 12 consecutive hours.

Pay & Conditions

- ✓ You are legally obliged to pay your apprentice no less than the current Apprentice National Minimum Wage (college release or workplace learning is included in paid employment hours). The majority of employers pay more.
- ✓ If your apprentice is 19, or turns 19 during the second year of an apprenticeship, you must pay them at least the National Minimum Wage relative to their age.
- ✓ If your apprentice is under the age of 25 you will not be required to pay secondary Class 1 (employer) National Insurance Contributions (NIC) on earnings up to the Upper Earnings Limit (currently £40,000).

Funding/Costs & Benefits

- ✓ If you enrol a 16-18 year old and you have fewer than 50 employees, apprenticeship training is fully Government funded.
- ✓ Certain apprenticeships carry additional costs not covered by apprenticeship funding. These cost will be made clear to you prior to any sign-up paperwork being completed.
- ✓ If your business has more than 50 employees, or your apprentice is aged 19+ your business will be required to contribute 5% of the apprenticeship training cost with Government funding contributing the remaining 95%. If your company has an annual payroll over £3m it will not qualify for any funding with cost of training paid via your Apprenticeship Levy.
- ✓ Employers have the opportunity to negotiate the total price/funding amount received by Plumpton College. The total negotiated price reflects any previous skills, qualifications or experience an apprentice already has relevant to their apprenticeship programme.
- ✓ The majority of apprenticeship programmes requires your apprentice to complete an externally assessed End Point Assessment (EPA). In the unfortunate event that your employee fails their apprenticeship EPA your company will be responsible for any resit cost priced at 20% of the total funding amount.
- ✓ If you enrol a 16-18-year old onto an apprenticeship, you will be eligible for a £1000 incentive payment. This is paid in two instalments, 4 months and 12 months after sign up and providing the apprentice is still employed.

Employer Obligations & General Information

- ✓ During their apprenticeship your employee has to spend and keep a record of 20% of their paid employment completing 'Off the Job Training'. This doesn't necessarily mean that they're away from their place of work, it's about doing things that increase their knowledge, skills and behaviours relevant to their job and apprenticeship e.g. workplace shadowing, mentoring, on or off-site training, college attendance, research, webinars, on-line training, portfolio work.
- ✓ Your employee is not officially an apprentice until you both have signed our apprenticeship paperwork. This is worth noting if you are paying the apprenticeship minimum wage.
- ✓ Your business must have valid Employer Liability Insurance and provide evidence of this to us prior to your apprentice being signed up.
- ✓ An employee will not be eligible for an apprenticeship if they exceed 50% of the skills, knowledge and behaviours developed within a specific apprenticeship programme.
- ✓ All apprentices will be enrolled onto an English and Maths programme as part of their apprenticeship unless they can provide evidence of prior attainment e.g. GCSE certificates.
- ✓ If English and maths is required this will be in addition to the required 'Off the Job Training'.
- ✓ Your potential apprentice will be required to attend a college apprenticeship assessment session prior to confirmation of their suitability for the apprenticeship programme.