

Helping businesses to grow with apprentices

<<INSERT NAME>> <<INSERT DELIVERY DATE>> 2018

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Workshop aim

Apprenticeships help employers to grow their own talent, reduce staff turnover and give their business the skills it needs to succeed.

You can support them to see how apprenticeships can work for their business.

 Equip you with the knowledge and resources to effectively engage with employers regarding apprenticeship opportunities, financial implications, business benefits and how to.

Economic trends – action needed



- UK productivity lags behind other developed economies...
- ... and employers are investing less in training
- Meanwhile... relative social mobility has stagnated or declined over recent decades
- The UK has low levels of intergenerational social mobility compared to some other developed countries

Apprenticeships contribute to addressing these challenges, which is why the government is committed to significantly increasing the **quantity & quality of apprenticeships** in England & **achieving 3 million starts** by 2020.



Workshop contents

- Understanding apprenticeship reform and what has changed
- > What makes up an apprenticeship programme?
- How apprenticeships are funded
 - Levy
 - Non-levy
- Making the case for apprenticeships
- > Top things an employer needs to know about apprenticeships
- > Recruit an Apprentice
- > The local dimension
- Further information / links and resources



Understanding the reforms



The reform drivers

Nov 2012 – The Richard Review set out ambitious plans to make apprenticeships more employer responsive

The Government response – The Future of Apprenticeships in England: Implementation Plan promised rigor and responsiveness.

English apprenticeships – our 2020 vision – outlines the government's plan for:

- > increasing the quality and quantity of apprenticeships
- > achieving 3 million apprenticeships by 2020
- > what is expected of all main stakeholders, employers, education and training providers and government working together.



Bigger and better

Individual apprenticeships provide good returns, but there is an **insufficient number of apprenticeship opportunities** to meet demand from individuals, and skills gaps remain in the economy.

We need to continue to **driv up the quality of apprenticeship training** and ensure that anyone completing an apprenticeship is fully competent in their occupation

Whilst the vast majority of apprenticeships provide high quality training, feedback from employers shows that this is not always the case.

Ambitious government reforms



- Employers at the heart of designing
- > Mandatory levy
- > New Institute for Apprenticeships
- > Equal legal protection to degrees
- > Target for public sector bodies
- Secondary Class 1 NICs abolished for apprentices under the age of 25



What makes up an apprenticeship programme?

What is an apprenticeship?



- a genuine job with an accompanying assessment and skills development programme.
- > a way for individuals to earn while they learn.
- a wide mix of learning in the workplace, formal off-the-job training and the opportunity to practise new skills in a real work environment.
- > Available at a range of levels across occupations and sectors.

Apprenticeships benefit employers and individuals and help to improve economic productivity.

Apprenticeships provide a typical return of £26–£28 for every £1 of government investment in apprenticeships at levels 2 and 3



The employers role

Employers need to have:

- an apprenticeship agreement in place with their apprentice for the duration of the apprenticeship
- a commitment statement signed by the apprentice, their employer and the provider
- a written agreement with providers, for employers who pay the apprenticeship levy and use the apprenticeship service, they will need to have a contract for services with their main provider



The employers role

- an apprenticeship in place for at least one year

- the apprentice on the correct wage for their age, for the time they are in work, in off-the-job training and doing further study

 updates on progression, average weekly hours and changes to working patterns must be logged and checked with the training provider.



The training provider role

- Deliver training to the apprentice develop their skills, knowledge and behaviours
- > Where required, support the apprentice with the learning and development required to achieve Maths and/or English at a level 2
- Deliver formative and summative assessments of the apprentice in the workplace
- Prepare the apprentice for their end-point assessment through the delivery of mock activities and tasks
- Contract with the End-point Assessment Organisation as identified by the employer and facilitate all arrangements
- Support the employer to comply with the funding rules and requirements as set by government





On-the-job and off-the-job training



- NVQ and/or technical certificate
 Manadtory qualifications
- Maths & English
- Personal Learning and Thinking Skills
- * Employment Rights and Responsibilities



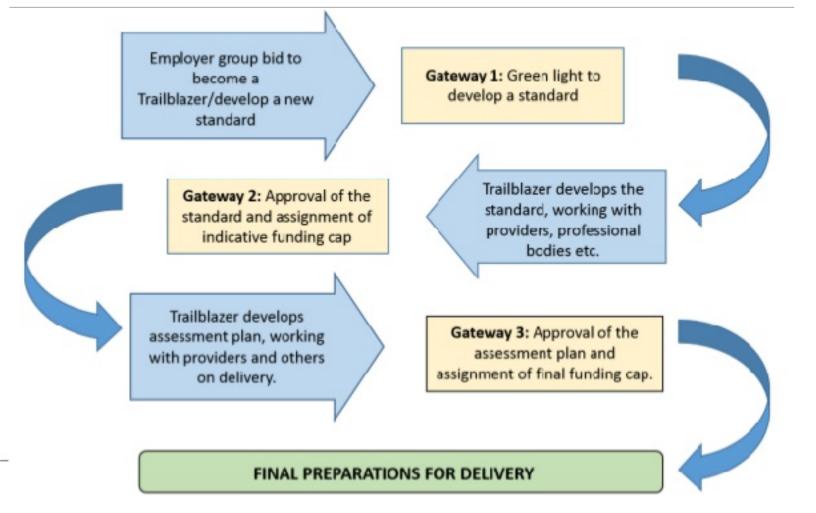
Occupational competence

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Standards (one per occupation)



Designed by L&W employers for employers



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What does a standard look like?

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Independent End-point assessment

- Assessment Plan
- The End-point Assessment Organisation (EPAO) is to be selected by the employer before the apprenticeship starts
- Negotiated prices with an employer must include potential price of any retakes of exams or assessments

EARNING AND



Funding

Apprenticeship Funding



In transitional phase = four different funding methods:

- Those on existing frameworks
- Apprentices who started on standards before
 May 1st 2017
- Levied employers
- •Non levy paying employers



Apprenticeship levy

- A levy on UK employers to fund new apprenticeships
- Any UK employer, in any sector, with a pay bill of more than £3 million per year is liable to pay the levy
- •0.5% of the pay bill, paid through PAYE

- An allowance of £15,000 to offset against levy liability. Not a cash payment and cannot be used to purchase apprenticeship training
- Employers in England who pay the levy and are committed to apprenticeship training will be able to get out more than they pay into the levy, through a 10% top-up to their digital accounts



Paying the levy

Employers will calculate, report and pay their levy to HMRC through the Pay as You Earn (PAYE) process alongside income tax and National Insurance

- Single employers with multiple PAYE schemes will only have one allowance
- Employers who are connected by ownership or control will be allowed to share one allowance
- Employers won't be exempt from the apprenticeship levy if they already pay into an existing levy.
- Where several employers are connected as a group, they will only be able to use one £15,000 levy allowance.

How funds in the **LEARNING** AND **WORK INSTITUTE** account will be calculated

HMRC will use data it already holds about the proportion of each employer's pay bill paid to employees living in England. For example:

- If 100% of pay bill is in England → 100% of levy payment in digital account
- If 80% of pay bill is in England → 80% of levy payment in digital account

Funds expire 24 months after they appear in the employer's digital account unless they are spent on apprenticeship training. This will also apply to any top-ups in their digital account.



Non-levy payers/co-investment

There are two types of employers who will be benefit from government support towards the cost of their apprenticeships training:

Employers who haven't paid the levy and want to purchase apprenticeship training from a provider Levy-paying employers with insufficient funds in their digital account to pay for the cost of training and assessment they wish to purchase

The **government will pay 90%** of the costs of training and assessment.

The employer will be responsible for paying 10% of the costs.

Small Employers

 Employers with <50 employees will have 100% of the training and assessment costs covered when training a 16-18 year old (or 19-24 year old formerly in care or has a Local Authority ECHP



Additional support

Additional support 16-18 year olds	Disadvantaged young people
Government will pay £1,000 to employers, and a further £1,000 to training providers if they train a 16-18 year old apprentice	Government will pay £1,000 to employers, and a further £1,000 to training providers if they train 19-24 year olds leaving care or who have a Local Authority EHCP
English and maths training	Additional learning support
To meet minimum standards of English and maths gov't pays training providers £471 for each of these qualifications (Level 1 and 2)	ESFA will pay training providers up to £150 a month to support these learners, plus additional costs based on evidenced need



How much does it cost?

- 15 funding bands set the ranges in which government expects the cost of training and assessment for apprenticeships to fall
- Each of the bands will set an upper limit to which government or levy funding can be used to pay for the apprentice's training
- The band will vary according to the level and type of apprenticeship (for example, more expensive, higher quality training is likely to be in a band with a higher limit). From £1,500 to £27,000

What can funds be used for?



Levy & government funds can be used for:

- apprenticeship training & assessment
- against an approved
 framework or standard
- with an approved apprenticeship training provider & EPAO
- up to the funding band maximum for that apprenticeship

Levy & government funds cannot be used for:

- wages
- travel & subsistence costs
- managerial/admin costs
- traineeships
- costs of setting up an apprenticeship



Engaging with employers



Apprenticeship employers video

https://www.youtube.com/watch?v=R14D1ieLY5M

The Get In Go Far channel on You Tube has new videos added regularly and you can subscribe to receive update notifications: <u>https://www.youtube.com/user/ApprenticeshipsNAS/videos</u>

Barriers to 8 Apprentice recruitment

- A lack of understanding about how they worked
- Lack of time to find out about them
- No response to their initial enquiries from those asked (including learning providers)
- Lack of framework flexibility available apprenticeships not right for the business
- No suitable candidates found
- Apprenticeship salaries not competitive
- No entry level positions
- Business not suitable for young people

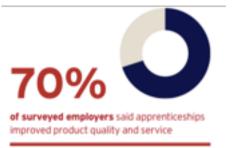
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Reasons to recruit an Apprentice



Improved productivity

 a productive and effective way for any business to grow talent and develop a motivated, skilled and qualified workforce



Fewer skills gaps and lower recruitment costs

Allows businesses to effectively fill their skill gaps and plan ahead as well as growing their own staff.

Using the free online jobsite for Apprenticeships - Recruit an Apprentice can also reduce recruitment costs.

A better return on investment

Following completion an Apprentice can add around £214/week in productivity gains

Source: English Apprenticeships: Our 2020 Vision, Executive Summary, Dec 2015



Apprentice Benefits

Individual apprentices achieve higher levels of qualification and increase their own employment prospects, productivity and wages.



Source: English Apprenticeships: Our 2020 Vision, Executive Summary, Dec 2015



Recruit an **LEARNING** AND **WORK** INSTITUTE Apprentice - the online service

A free service allowing training organisations and employers to post vacancies to be viewed and applied for by candidates using the **Find an apprenticeship** service

free online tool

- Allows employers to promote their company and vacancies to 1000s of candidates registered on the system.
- Acts as a `shop window` for vacancies.
- Employers can include a link to their own application site No need to have two application routes.
- Vacancies posted on Recruit an apprentice feed into other sites such as Universal Jobmatch, Indeed, The Student Room etc.

Higher and degree apprenticeships vacancies linked to the UCAS site where there are 1000s of high calibre young people looking for an alternative to university.



A local dimension



At a local level...

- What have you / your organisation done to support employers engage with apprenticeships in recent years?
- What has/hasn't worked well?
- What plans do you have to ensure employers in your local area engage and recruit
- What data and intelligence do you have to support your employer engagement?
- Do you know the colleges and training providers in the local area that offer Apprenticeships
- Apprentices in future and how can we support you with that?



Links and resources



Reading & links

Guide to Apprenticeships: https://www.gov.uk/government/uploads/ system/uploads/attachment_data/file/662494/Guide-to-Apprenticeships.pdf

Employers Guide to Apprenticeships:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/ file/676455/Employer_guide_to_apprenticeships_03.11.2017.pdf

Find apprenticeship training or an organisation that offers training: <u>https://</u> <u>findapprenticeshiptraining.sfa.bis.gov.uk/</u>



Reading & links

Apprentice standards – in development & approved: <u>https://</u> www.instituteforapprenticeships.org/apprenticeshipstandards/

End-point Assessment: https://www.gov.uk/government/collections/register-of-apprentice-assessment-organisations

For guidance when supporting diversity in apprenticeships: <u>http://www.employer-toolkit.org.uk/</u>

Specific resources and tips of use for public sector orgs: <u>http://www.learningandwork.org.uk/our-work/work-</u> <u>and-careers/best-practice-in-designing-and-delivering-public-</u> <u>sector-apprenticeship-programmes/</u>



Reading & links

Policy:

- <u>https://www.gov.uk/government/publications/apprenticeships-in-england-vision-for-2020</u>
- <u>https://www.gov.uk/government/publications/apprenticeship-funding-from-may-2017</u>

Levy:

- <u>https://www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work/apprenticeship-levy-how-it-will-work</u>
- https://estimate-my-apprenticeship-funding.sfa.bis.gov.uk
- <u>https://www.gov.uk/guidance/manage-apprenticeship-funds</u>
- <u>https://www.gov.uk/hmrc-internal-manuals/apprenticeship-levy</u>



Contact

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