



E-GUIDE

MAYOR OF LONDON



An employer's guide to apprenticeships 2016



FOREWORD

‘There’s never been a better time to employ apprentices,’ says Boris Johnson, Mayor of London



During my eight years as mayor of London I have been privileged to visit some of London’s most interesting, innovative and diverse companies across the length and breadth of the capital. From filleting fish at the New England Seafood factory in Chessington, to firing up the furnace at Johnson Matthey in Enfield, I’ve discovered firsthand what a cauldron of amazing creative talent is bubbling away in our city. But the key thing that has struck me in all of my wanderings is the real value apprentices are bringing to London’s firms.

It has been my priority to ensure that every Londoner has a chance to be part of our capital’s success and apprenticeships are one of the vital areas that can help achieve this.

Not only do apprentices help a business to increase productivity, they also retain the enthusiasm and passion they bring to the company long after their first pay cheque has cleared. Apprenticeships are available

in 1,500 job roles, covering more than 170 industries, and range from intermediate all the way up to degree level. Apprenticeships have been undergoing key reforms putting employers in the driving seat, making apprenticeships more relevant to their needs, improving quality and ensuring they deliver the skills that London’s economy needs to thrive. Employers are involved in designing new apprenticeships standards covering a broad range of disciplines from cyber security to fashion, law, banking and digital media.

There are more high quality apprenticeships available than ever before and with significant government investment, now is the perfect time to hire an apprentice. In doing so, you will grow your workforce with highly-qualified and motivated employees.

Help is available for businesses considering taking on an apprentice. All employers receive free, impartial advice and support from the National Apprenticeship Service. Employers pay the apprentice’s wages but government funding is available towards training costs.

There really has never been a better time to employ an apprentice, so what’s stopping you? The National Apprenticeship Service are waiting to guide you step-by-step through the process and will be delighted to hear from you.



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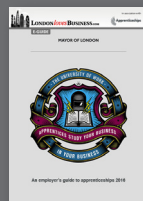
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This e-guide is brought to you by London Loves Business, in association with the Mayor of London and the National Apprenticeship Service.

London Loves Business is the new digital newspaper for established entrepreneurs and executives of London's mid-market companies. We aim to further the ambitions of London's businesses, celebrate good business and success, and bring you frank debate about the issues facing London businesses. We are fast becoming the must-read website for London's business community through our mix of the latest business news across all sectors, profiles of London's greatest entrepreneurs, features exploring the trends you can capitalise on, and the best of London lifestyle.

London Loves Business is published by Casis Media Ltd
Casis Media Ltd
56 Buckingham Gate
London SW1E 6AE

Editor: Shruti Tripathi
shruti.tripathi@londonlovesbusiness.com
Commercial director: Frances Hughes
frances.hughes@londonlovesbusiness.com
0203 394 1695



WHY EMPLOY AN APPRENTICE

What do the chief executive of

Aston Martin, the chairman of Crossrail, the head chef of Le Gavroche, and the head of retail at Hays Travel have in common? They all started out as apprentices.

Yes, you read that right. Apprenticeships have nurtured talent and skills of people around the world and helped them forge successful and rewarding careers.

Believe it or not, the biggest beneficiaries of apprenticeships are in fact employers. From getting a loyal workforce to increasing productivity in the workplace, employers have been able to boost their businesses through apprenticeships.

Apprentices also play an instrumental role in bolstering growth in Britain. In 2014, apprenticeships contributed a whopping

£34bn to the UK economy.

Acknowledging the power of high quality apprenticeships, the UK government has invested significant resources to encourage UK businesses to take on apprentices. Its ultimate goal is to deliver three million apprenticeships by 2020.

In 2017 the government will introduce an "Apprenticeship Levy" on large employers which will fund three million apprenticeships. The levy will be charged at a rate of 0.5% of an employer's payroll and each employer will receive an allowance of £15,000 to offset against their levy payment (more about the levy in chapter 3).

But why should employers take on an apprentice? **Take a look at these killer reasons:**

1 Productivity in the workplace

The biggest case for apprenticeships is its direct contribution to productivity and business growth in an organisation.

According to research by the Department for Business, Innovation and Skills (BIS), **96% of employers who take on an apprentice report benefits to their business**. Also, 72% say that apprenticeships improved their productivity or the quality of their product or service.

There are reams of research that prove how apprenticeships boost productivity. According to **a report by the Centre for Economics and Business Research (Cebr)**, the benefits to an employer equate to an average of £1,670 per annum for the average apprentice in England. This can rise as high as £13,824 and £9,721 for team leadership and management, and business administration apprentices respectively.

Also, long-term productivity achieved from employing an apprentice equates to £214 per week on average.



2

Apprenticeships can be used as a brand differentiator

Apprentices have helped businesses gain an edge over their competitors. A report by the Cebr found that consumers prefer to do business with businesses employing apprentices.

One in four consumers say they would pay between 1.2% and 2.0% extra as a price premium for goods and services offered by companies that employ apprentices, **Cebr's Benefits of Apprenticeships to Businesses** study found. This could add a whopping £18bn in additional revenue to the UK economy.

It's also worth noting that apprentices provide a typical return of £26–£28 for every £1 of government investment in apprenticeships at levels 2 and 3.

3

Apprenticeships covering 170 industries and 1,500 job roles available to employers

The one myth about apprenticeships is that they're restricted to only specific sectors.

Today, everyone from the likes of the BBC to Lloyds Banking Group is offering apprenticeships. In fact, apprenticeships are available at Intermediate, Advanced, Higher and Degree level covering more than 170 industries and 1,500 job roles.

The best part about an apprenticeship is that it is designed by employers for employers. Take a look at a list of various types of apprenticeships [here](#).

4

World-class apprenticeship standards to meet employer needs

From aerospace to nursing to sea fishing, groups of employers are

working together to design new world-class apprenticeship standards to cater to the needs of British industries. According to the government, more than 1,200 large and small employers are at the heart of designing these standards across a wide variety of industry sectors to meet their specific needs.

Take a look at the various **apprenticeship standards**. Note, this list is constantly updating as new employers come forward to create apprenticeship standards for their sector.

Is your sector involved? If not, you could be missing a great opportunity. [Click here](#) to find out more.

5

Safeguarding the future of your company

With high quality apprenticeships, employers can have better-trained employees with expertise and skills vital for safeguarding the future of their company.

According to research by **British Chambers of Commerce**, 82% of employers employ apprentices to build skills capacity within their businesses. Furthermore, **70% of surveyed employers** said apprenticeships improved product quality and service.

A **report** by the Chartered Institute of Personnel and Development found that 83% of employers who employ apprentices rely on their apprenticeships programme to provide the skilled workers that they need for the future.

6

Staff retention and getting a loyal workforce

Having developed the skills your business needs, don't you want to hold onto that valuable asset? According to the Cebr, 80% of companies who invest in apprentices report an increase



in staff retention. In addition, data from the **Skills Funding Agency** says that 90% of apprentices stay in employment (including 2% self-employed) after finishing their apprenticeships. Also, seven in 10 (71%) apprentices are likely to stay with the same employer.

7

Apprenticeships lead to a more satisfied and motivated workforce

A business is as good as its employees and apprenticeships are a fool-proof way to a happy workforce.

According to a study by **BIS**, 92% of employers who employ apprentices believe that apprenticeships lead to a more motivated and satisfied workforce.

8

Lower recruitment costs

Recruitment can be a nightmare bringing with it big bills and possibly the wrong kind of talent.

But with apprenticeships, businesses can get access to brilliant candidates with the right skillset and attitude.

Did you know that the National Apprenticeship Service has a free recruitment site called **'Find an apprenticeship'** which is available to all employers offering apprenticeships? This site is promoted to young people across the country potentially giving you access to a wide range of talent.

According to a **Populus research** commissioned by **National Apprenticeship Service**, 75% of apprentice employers say apprenticeships have helped cut recruitment costs. Also, 80% say that apprenticeships will play a bigger part in their future recruitment strategy.

9

The Apprenticeship Levy will raise £3bn to fund three million apprenticeships

In last year's Autumn Statement, Chancellor of the Exchequer George Osborne announced a new apprenticeship levy on large employers that will help raise £3bn a year and fund three million apprenticeships by 2020.

The levy is expected to put apprenticeship funding on a sustainable footing and improve the quality of apprenticeships across the UK.

Set to be introduced in April 2017, the levy will be charged at a rate of 0.5% of an employer's payroll and each employer will receive an allowance of £15,000 to offset against their levy payment.

Only businesses with a wage bill of more than £3m will pay the levy, which the government said would exempt 98% of employers. (More about the levy in Chapter 3)

92%

of employers who employ apprentices believe that apprenticeships lead to a more motivated and satisfied workforce

75%

of apprentices employers say apprenticeships have helped cut recruitment costs



UNDERSTANDING APPRENTICESHIPS

Boosting productivity? Check. Helping businesses achieve explosive growth? Check. Nurturing a great career? Check. The power and potential of apprenticeships to augment the UK's economic growth is enormous.

That's why the government's

pledged to create THREE MILLION apprenticeships by 2020. This is on top of the **2.4 million apprenticeships** that were delivered over the last parliament.

So hopefully by now you're convinced about the massive potential that apprenticeships provide.

To take your first steps into the world of apprenticeships, you need to familiarise yourself with the following:

Offering apprenticeships: a snapshot

- ▶ An apprenticeship is first and foremost a job with substantial training and the development of transferable skills. Your apprentices must be employed in a job role with a productive purpose.
- ▶ An apprenticeship will take at least one year and up to five years to complete – depending on the occupation and level.
- ▶ To attract government funding, your apprentice must be undertaking a recognised apprenticeship **framework** or **standard**.
- ▶ You are not alone – Apprenticeships are delivered in partnership with a college or training organisation.
- ▶ An apprenticeship can be unique to

your business.

Your training organisation will work closely with you to ensure that your apprenticeship is appropriate for the individual's job role, whilst reflecting individual employer and apprentice needs.

▶ Most of the training is on-the-job, working with a mentor to learn job specific skills in the workplace. Off-the-job training will depend on the occupational area, the training organisation and the requirements and wishes of the employer. This training may be delivered in the workplace, through 'day release' or at premises away from the working environment.

Here are some other questions you need to consider when employing an apprentice:

1. What are the various levels of apprenticeships?
2. How much should you pay your apprentice?
3. What are the most appropriate apprenticeships for your business?
4. What funding and support is available?





1. WHAT ARE THE VARIOUS LEVELS OF APPRENTICESHIPS?

The level of your apprenticeship

will be determined by the scope of the job roles, and the skills and experience of your apprentices. Take a look at the following levels of apprenticeship available:

According to the [government](#), Higher Apprenticeships and Degree Apprenticeships are the best combination of on-the-job training and employees studying for a higher-level qualification. They have been introduced to provide employers with the high level skills most critical for growth.

HIGHER APPRENTICESHIPS

Why Higher Apprenticeships? A study by [ICM Research](#) revealed that employers in England found qualified higher apprentices were 25% more employable than those who took an alternative route into work.

That's why the government has invested a further £20m to fund higher apprenticeships.

Take a look at the killer benefits of Higher Apprenticeships:

According to National Apprenticeship Service, Higher Apprenticeships are a golden opportunity for both new recruits and existing employees.

Through Higher Apprenticeships, employers have access to a wider pool of applicants who have the right skillset and qualification.

They are a great way to offer vocational

INTERMEDIATE

Level: **2**

Equivalent educational level:
Five A*-C GCSEs

ADVANCED

Level: **3**

Equivalent educational level:
Two A level passes

HIGHER

Level: **4,5,6 and 7**

Equivalent educational level:
Foundation degree and above

DEGREE

Level: **6 and 7**

Equivalent educational level:
Bachelor's or master's degree



pathways in highly skilled areas of the business. This means apprentices can hone their skills and gain qualifications while contributing to their organisation's growth.

For existing employees, Higher Apprenticeships can offer progression opportunities and help develop specific skills and professional qualifications within businesses. Higher Apprenticeships give employees the ability to progress from Higher Certificate or Foundation Degree levels to Master's Level. Not just this, they help in facilitating and developing professional membership and standing within your sector.

DEGREE APPRENTICESHIPS

Degree Apprenticeships help apprentices to get a fully-integrated bachelor's or master's degree while in employment. Prime Minister David Cameron hailed them as an essential way to "give people a great head start, combining a full degree with the real practical skills gained in work and the financial security of a regular pay packet".

Last year, he said: "Degree Apprenticeships will bring the world of business and the world of education closer together, and let us build the high-level

technical skills needed for the jobs of the future. I want to see many more businesses and universities begin to offer them."

Degree Apprenticeships are available at levels 6 and 7. They combine work with study and may include a work-based, academic or combined qualification or a professional qualification relevant to the industry.

Take a look at the killer benefits of Degree Apprenticeships:

Degree Apprenticeships provide employment and high quality training to meet the highest apprenticeship standards.

The key advantage of new Degree Apprenticeships is that they are developed by employers for employers. This helps businesses ensure their staff are highly skilled in the right areas, to contribute immensely to the growth of their business.

These apprenticeships are helping both young people and adults to attain valuable qualifications while they earn. Degree apprenticeships offer qualifications at bachelor's degree and even master's degree level in some sectors.

All in all, Higher and Degree Apprenticeships offer practical experience and wider employment skills vital for career success.

HOW DO YOU DECIDE WHICH LEVEL TO OFFER?

The National Apprenticeship Service and/or your chosen training organisation will support you in deciding which type and level of apprenticeship is most appropriate for your business need. There is an employer helpline you can call to discuss your requirements: **08000 150 600** or visit **[London.gov.uk/get-started](https://www.london.gov.uk/get-started)**



2. HOW MUCH SHOULD YOU PAY YOUR APPRENTICE?

All apprentices must be paid in accordance with the National Minimum Wage rates. At the time of writing this e-guide, the apprenticeship minimum wage stands at £3.30 per hour for the first year of an apprenticeship. For every year after, employers must pay at least the minimum wage relating to the apprentice's age.

However, according to [research](#) undertaken by the Department for Business, Innovation and Skills (BIS), the average pay rate for an apprentice is around £6.79 per hour.

Many employers report that in order to attract and retain the brightest candidates into their apprenticeship opportunities they need to ensure their job (and rate of pay) is competitive. Some employers incrementally increase their apprentice's wages as they progress through key parts of their training.

From April 2016, the national living wage will be £7.20 an hour for workers aged 25 and older. The minimum wage will still apply

for workers aged 24 and under.

In London, The mayor encourages employers to pay staff at least the [London Living Wage](#). Londoners face far higher living costs than people living in other regions, especially for housing and childcare. The London Living Wage goes some way to reflecting this and the current rate is £9.40 per hour.

Take a look the government's [website](#) for the latest national minimum wage rates.

Paying employer National Insurance contributions for apprentices under 25

From 6 April 2016, if you employ an apprentice you may not need to pay employer [Class 1 National Insurance contributions \(NICs\)](#) on their earnings below £827 a week (£43,000 a year). They must be under 25 years old and following an approved UK government statutory apprenticeship.

[Click here](#) for more info.

Year	21 & over	18-20	Under 18	Apprentice*
2015	£6.70	£5.30	£3.87	£3.30
2014	£6.50	£5.13	£3.79	£2.73
2013	£6.31	£5.03	£3.72	£2.68
2012	£6.19	£4.98	£3.68	£2.65
2011	£6.08	£4.98	£3.68	£2.60
2010	£5.93	£4.92	£3.64	£2.50

*This rate is for apprentices aged 16-18 and those aged 19 or over who are in their first year. All other apprentices are entitled to the National Minimum Wage for their age.



3. WHAT IS THE MOST APPROPRIATE APPRENTICESHIP FOR MY BUSINESS?

Apprenticeships are now available

in 170 industries and 1,500 job roles from legal services to creative & digital media. If you have vacancies, or need to develop skills in your business, it's likely an apprenticeship can be found to meet your needs. Apprenticeships can be entry level roles for new starters, to management level staff developing their skills and everything in between. Check out the full list of apprenticeship [frameworks](#) and [standards](#).

To choose the most appropriate apprenticeship, discuss your requirements with a National Apprenticeship Service adviser.

You can then design a programme that caters to your business' needs and helps you train talent with skillsets crucial to your business growth.

To deliver apprenticeships smoothly, work with a training organisation to get sound advice on how to make the programme successful.



170

industries now offer
apprenticeships, creating

1,500

job roles from
legal services to
creative & digital media.

**Call the National Apprenticeship Service on 08000 150 600
to find out more or contact [London.gov.uk/get-started](https://www.london.gov.uk/get-started)**



4. WHAT FUNDING IS AVAILABLE?

Did you know that the government could contribute towards the cost of the training? Depending on the age of your apprentice, and type of apprenticeship they are undertaking, the government could contribute up to 100% of the cost of training.

Take a look at the key funding options for recruiting an apprentice:

Apprenticeship Framework model

Under this model, all costs are paid directly to the training organisation.

If your apprentice is on an apprenticeship framework, the size of the contribution is ascertained by the age of the apprentice at the start of the training.

Key things you need to know:

- ▶ 100% of the cost of apprenticeship training if the apprentice is aged 16-18 years old.
- ▶ A contribution towards the cost of training if the apprentice is aged 19 and over.

Apprenticeship Standards model

Standards are new apprenticeships, which have been written by employers to meet the needs of business.

Key things you need to know:

It has been confirmed that for the 2014 to 2015 and 2015 to 2016 academic years, if your apprentice is on a new standard, for every £1 an employer pays toward the cost of external training and assessment, the government will pay £2 up to a maximum funding cap.

An employer can also receive additional incentive payments:

- ▶ For employing an apprentice aged 16 -18 at the start of their apprenticeship.
- ▶ If they are a small business with fewer than 50 employees.
- ▶ On the successful completion of the apprenticeship.

See this [factsheet](#) for further information.

Apprenticeship Grant for Employers of 16–24 year olds (AGE)

Small employers willing to offer apprenticeships can apply for the Apprenticeship Grant for Employers.

According to the National Apprenticeship Service, an employer is eligible for a grant if:

- ▶ You're a small sized employer (those with fewer than 50 staff).
- ▶ Your apprentice is aged 16 to 24.
- ▶ You have not employed an apprentice in the last 12 months.
- ▶ If you take on a trainee who then progresses onto an apprenticeship.

The AGE grant is available in relation to apprentices working towards approved apprenticeship frameworks. Apprentices working to new apprenticeship standards are not eligible.

**To find out more,
contact the National
Apprenticeship Service on
08000 150 600**



CASE STUDY: CAPGEMINI UK PLC

How apprenticeships have helped Capgemini fill the skills gap

Capgemini is one of the world's foremost providers of consulting, technology and outsourcing services. Together with their clients, they create and deliver business and technology solutions that fit their needs and drive the results they want.

The firm recognised back in 2011 that there was a skills gap in its sector and in the organisation, and that they were driving a lot of work over to their offshore capabilities. They developed a high quality apprenticeship model to effectively narrow this gap and give the firm a strong foundation to build a talented workforce from the ground up, providing a robust capability within the UK.

They now have the opportunity to

grow their own graduates through their apprenticeship programmes and shape future leaders.

Capgemini offers a 4 ½ year Degree Apprenticeship Programme which, they say, is "ideal for school leavers and for those people who want a degree, but want to work at the same time". Apprentices in this programme graduate with Aston University studying a BSc (Honours) in Digital & Technology Solutions degree.

They also offer Advanced Apprenticeships for people interested in pursuing a career in IT. Apprentices in this programme spend their first year on Capgemini's 1-year Level 3 IT Software, Web and Telecoms Advanced



Apprenticeship Programme.

Capgemini UK currently employs 297 apprentices throughout the country across Advanced, Higher and at Degree Level (with Aston University), covering a range of specialist areas including IT Web & Telecoms, Systems & Networking, Project Management and Digital & Technology Solutions.

They are recruiting approximately 100

apprentices this year and hope to employ more over the coming years as they continue to diversify their programmes to fit business demands. They are also introducing several new frameworks to complement their existing Degree Apprenticeship offerings with specialisms in cyber Security, network engineering as well as non-technical routes in chartered management and finance.

Clare Connor, Capgemini UK's Apprentice & Undergraduate Programme Manager, explains the three killer benefits of hiring an apprentice:

1.

Apprentices provide a supply of young, agile people that will possess the skills, qualities and attributes required for your business all delivered in a cost effective way.

2.

Apprenticeships deliver a significant increase in retention. From my experience, our apprentices really appreciate the investment that the firm puts into their programme and they are extremely loyal to our organisation and our brand.

3.

Apprenticeships also help you to develop the specialist skills that your staff require to ensure that your business keeps pace with the latest technology and working practices in your sector.

What's your one key piece of advice for other employers who want to hire apprentices?

Invest time in understanding your business needs and defining what type and level of apprenticeships would be right for your organisation. Ensure that there is a strong framework in place from a quality apprenticeship provider that will collaborate, deliver and support the apprentices along with the needs of your business.



THE APPRENTICESHIP LEVY

How it could impact you

To deliver on its commitment to deliver three million apprenticeships by 2020, Chancellor of the Exchequer George Osborne has announced plans to introduce an "Apprenticeship Levy".

The levy, that is expected to come into effect in April 2017, will put apprenticeship funding on a sustainable footing and improve the technical and professional skills of the workforce.

What is an Apprenticeship Levy?

The levy will be introduced in April 2017 at a rate of 0.5% of an employer's monthly pay bill via PAYE. All employers will have an allowance of £15,000, which means that the levy is applicable on pay bill over the first £3m.

The key reason the government has set the 0.5% rate is to ensure employers don't face any unnecessary burden. Unlike normal taxation, employers can get all of the funds that are levied simply by investing in a sufficient amount of apprenticeship training.

Do all employers pay the levy?

No, employers with a pay bill of less than £3m will not have to pay the levy. This is more than 98% of all employers. These employers will continue to have access to government funding to support

WHAT THE LEVY COULD MEAN FOR BUSINESSES

Example 1: Employer of 250 employees, each with a gross salary of £20,000

Pay bill:

$$250 \times £20,000 = £5,000,000$$

Levy sum:

$$0.5\% \times £5,000,000 = £25,000$$

Allowance:

$$£25,000 - £15,000 = £10,000$$

annual levy payment

Example 2: Employer of 100 employees, each with a gross salary of £20,000

Pay bill:

$$100 \times £20,000 = £2,000,000$$

Levy sum:

$$0.5\% \times £2,000,000 = £10,000$$

Allowance:

$$£10,000 - £15,000 = £0$$

annual levy payment



apprenticeships. Also, all employers will have access to the Digital Apprenticeship Service irrespective of whether they have paid the levy.

When will it be introduced?

April 2017

How can employers use the money?

Be it in-house apprenticeships or apprenticeships training offered by other training organisations, employers will be free to spend their money on apprenticeships training which best meets their needs.

The government has acknowledged the fact that some employers want to direct their funding to other employers,

for instance their suppliers. That's why it's working on ways to make this happen in sync with the State aid rules. Watch out for key government announcements through 2016.

If levy money is unspent at year end, does an employer lose it?

If an employer doesn't spend levy money by the end of the year, the funds will not expire. The only caveat is that if an employer does not spend their entire levy on training then the unspent portion will be made available to other employers offering apprenticeships.

More details about the Apprenticeship Levy will be announced in the coming months. Keep an eye out for updates on the [government's website](#).

YOUR VIEWS ON APPRENTICESHIPS...

"Apprentices are the future for businesses. They can be inspirational ambassadors to promote your business and the apprenticeship opportunities within it - Who better to tell the story?"

**Susanna Dillon,
Schemes Manager,
Transport for
London**

"Invest in your apprentices and they can be your Leaders of the Future. They are an excellent way of ensuring that technology moves along with the next generation."

**Jenny Taylor,
UK Graduate,
Apprenticeship
and Student
Programme
Manager, IBM**

"A happy apprentice stays with the business for longer than other employees – keep skilled people and save on recruitment costs."

**Reg Bannerman,
BT Apprenticeship
Manager, BT Group**



HOW TO GET STARTED

Hopefully by now, dear reader, you're convinced that offering apprenticeships gives employers direct access to a high-calibre pool of talent.

So if you're ready to employ apprentices, you're in fabulous company. Why? Because since 2010, a whopping 2.4 million apprenticeships have been created, with over 240,000 employer workplaces employing an apprentice in 2013/14 alone.

So here's how you can hire an apprentice:

1

Contact the National Apprenticeships Service

There has never been a better time to employ an apprentice and the National Apprenticeship Service has made it easier than ever to deliver an apprenticeship programme. They offer free, impartial advice and support to employers looking to recruit for the first time or expand their apprenticeship programme.

To find out more, contact the National Apprenticeship Service on 08000 150 600 or london.gov.uk/get-started.

2

Start to consider what job roles in your business would be appropriate for an apprenticeship

To deliver a successful apprenticeship programme that helps your business prosper, identify the skills gaps in your organisation and consider your requirements.

Ask yourself:

Do you struggle

to retain staff in

certain job roles?

Do you find it hard

to fill entry level roles?

What skills gaps do you

have right now? Are you anticipating a skills need in the future?

Take a look at this document that details the various types of apprenticeships across different sectors.



3

Start to consider what delivery model would suit your business

› **Local approach:** Apprenticeship opportunities are developed by the recruiting manager. This model is often used to fill immediate vacancies, and is well suited to small employers. This model is organised by your training organisation. Contact the National Apprenticeship Service on 08000 150 600 or london.gov.uk/get-started and they can put you in contact with local training organisations.

› **Strategic approach:** Develop an apprenticeship programme in partnership with your training organisation. The business decides on the qualifications needed and defines their preferred delivery style. This is managed centrally and taken up by other parts of the organisation. The college or training organisation delivers the programme



on their behalf. Some employers may also consider developing a delivery arm to deliver elements of their apprenticeship programme 'in house' – especially relevant if your business is already delivering internal training successfully.

4

Are you in scope for the Apprenticeship Levy? Are you prepared?

Is your paybill over £3m? If so, you are likely to be in scope for the apprenticeship levy.

The levy will be charged at a rate of 0.5% of an employer's paybill and each employer will receive an allowance of £15,000 to offset against their levy payment.

Ask yourself: What apprenticeships could you spend your levy payment on?

5

Have you considered offering apprenticeships as a core part of your existing workforce

development strategy?

Apprenticeships aren't just about hiring new people and imparting skills to them that benefit your business. Look around your organisation and you might spot existing employees who have huge potential to gain expertise through quality apprenticeships.

After all, investing time and resources in an existing employee will increase their value to your business, but is also likely to increase their job satisfaction and improve staff loyalty.

6

Choose a training organisation

Training organisations are a key partner in delivering a strong apprenticeship programme. They are also

7

How to find your apprentice

A great way of going about finding an apprentice is using the **official apprenticeships job site**, run by National Apprenticeship Service.

The site, which is free to use, has thousands of candidates who have already registered seeking opportunities. That's why placing an advertisement on the site is likely to enable you to access a whole new pool of potential candidates for your apprenticeship opportunities.

Your apprenticeship training provider can help you to access this service, or talk to the National Apprenticeship Service to find out more.

8

Don't forget – financial support is available

As well as accessing a government contribution to the cost of apprenticeship training, you could also be eligible for a grant.

Are you a small sized employer with fewer than 50 staff? Is your apprentice aged 16 to 24? Have you not employed an apprentice in the last 12 months? Then you might be eligible for the Apprenticeship Grant for Employers (AGE) that helps businesses jump on the apprenticeship bandwagon.

Contact the National Apprenticeship Service on 08000 150 600 or [london.gov.uk/get-started](https://www.london.gov.uk/get-started) to check your eligibility and apply



WHAT NOW? FIND OUT MORE...

**MORE INFORMATION
ABOUT APPRENTICESHIPS
IN LONDON**
london.gov.uk/apprentices

**ADDITIONAL SUPPORT
FOR OFFERING
APPRENTICESHIPS IN
LONDON**
[Apprenticemakers](#)
– national network
bringing together
businesses involved in
apprenticeships

**FURTHER INFORMATION
ABOUT ALL THINGS
APPRENTICESHIPS**
[Gov.uk pages on
Apprenticeships](#)

**FOR MORE ADVICE,
CONTACT THE NATIONAL
APPRENTICESHIP SERVICE**
08000 150 600
london.gov.uk/get-started

LONDON*loves***BUSINESS**.COM

Casis Media
56 Buckingham Gate
London
SW1E 6AE

T: 020 3394 1847
E: frances.hughes@London/ovesBusiness.com

London/ovesBusiness.com