



THE
BEDFORD
COLLEGE
GROUP

APPRENTICESHIPS

ARE GOOD FOR YOUR BUSINESS



Apprenticeships



WHAT IS AN APPRENTICESHIP?

An apprenticeship is a way for young people and adults to earn while they learn in a real job. By employing an apprentice your business can increase the skill set of your existing workforce or introduce new talent by hiring new staff. No matter how large or small your organisation, apprentices will provide you with the highly skilled employees you need to develop your business.

THE BEDFORD COLLEGE GROUP

In August 2017, Bedford College and Tresham College merged to form The Bedford College Group. As a result, we have become one of the largest providers of apprenticeships in the South East Midlands, working with over 1,500 employers across the region.



APPRENTICESHIPS HAVE CHANGED

Apprenticeships have changed in response to the government's plans to create three million new apprenticeships by 2020.

WHAT ARE THE MAIN CHANGES?

- New standards, designed by employers, ensure that apprenticeships meet the needs of industry.
- Three new organisations have been introduced: The Institute for Apprenticeships (IfA), Register of Apprenticeship Assessment Organisations (RoAAO) and Register of Apprenticeship Training Providers (RoATP). These will assist employers to have more input in creating apprenticeships and selecting training providers.
- An apprenticeship tax levy of 0.5% will be paid by employers with a wage bill in excess of £3 million per annum.
- Non-levy paying employers (i.e. those whose wage bill is less than £3 million per annum) are now expected to pay a contribution to help fund their apprenticeship training. The government pay 90% of the negotiated rate on condition of the employer paying 10%.
- Employers will now choose and pay for apprentices' training and assessment through the online Apprenticeship Service (AS).
- All apprenticeships must last a minimum of 53 weeks.
- All apprenticeships must have an independent end-point assessment, to ensure the apprentice can do the job they have been trained to do.
- As well as intermediate (Level 2) and advanced (Level 3) apprenticeships, there are now higher level apprenticeships (Levels 4 to 7).





ALL YOU NEED TO KNOW ABOUT THE APPRENTICESHIP LEVY

WHAT CAN THE LEVY BE SPENT ON?

Training for existing staff or new recruits. It cannot be used on associated costs such as apprentice wages or travel.

HOW MUCH WILL I PAY?

All UK employers who have a total wage bill in excess of £3million a year must pay the levy. The levy rate is set at 0.5% of your wage bill offset by a levy allowance of £15,000.

Examples of how much levy payers must pay:

Employer A: £10m annual payroll

Levy charge (0.5% x £10m) = £50,000 Less allowance £15,000 Overall levy = £35,000 per annum

Employer B: £3m annual payroll

Levy charge (0.5% x £3m) = £15,000 Less allowance £15,000 Overall levy = £0 per annum

HOW IS THE LEVY COLLECTED?

Payments are collected monthly by HM Revenue & Customs (HMRC) through Pay as You Earn (PAYE), alongside your organisation's tax and national insurance. The funds then appear as digital vouchers on your Apprenticeship Service (AS) Account.

HOW CAN I SPEND MY DIGITAL VOUCHERS?

The Apprenticeship Service (AS) is a new online tool for apprenticeships where you can register for your account. On your AS account you can use your digital vouchers to choose the training provider you want to deliver your apprenticeship training and choose who will conduct the end-point assessment. Our Employer Training Services team will be able to help you set up your AS account.

NON-LEVY PAYERS

All employers that have a wage bill less than £3million per annum (which represents 98% of UK employers) do not have to pay the levy and continue to have access to government funding to support their apprentice training. However, non-levy paying employers are still expected to make a financial contribution to the cost of training their apprentices.

The employer needs to co-invest 10% of the agreed price and the government pay the remaining 90%. For small employers (fewer than 50 employees) who take on younger apprentices (aged 16-18) the government pay 100% of the apprenticeship costs.



WHAT'S IN IT FOR MY COMPANY?



CLOSE YOUR SKILLS GAPS

An apprentice will bring new, fresh ideas and skills into your workforce, bridging any gaps and helping with your succession planning.

INCREASED SKILLS CAPABILITY IN YOUR EXISTING WORKFORCE

An apprentice does not have to be a new recruit. Existing team members can be placed onto an apprenticeship scheme, increasing their skills and productivity.

TRANSFER OF EXISTING SKILLS

An apprentice will be working alongside your existing experienced team, learning the key skills and helping to future proof your business if you are faced with an ageing workforce.

REDUCED STAFF TURNOVER

Through careful selection and training many apprentices become full time employees after they complete their apprenticeship programme. By establishing apprenticeship programmes as a key part of your recruitment strategy you can grow and nurture talent, reducing your recruitment and staff turnover costs.

WHAT WILL MY RESPONSIBILITIES BE?

The apprentice will be employed by you and therefore you are responsible for paying their wages and issuing their contract of employment. An apprentice should also receive the same benefits as other employees.

In addition to providing on-the-job training and mentoring you may be required to release your apprentice to attend training and tutorials at college. This may involve day or block release, depending upon the specific apprenticeship programme being studied.

It is essential that your apprentice attend these sessions to enable them to fully complete their apprenticeship qualification.

HOW WE CAN HELP YOUR BUSINESS

With many years experience working with employers and apprentices we are able to give you the best support with your apprenticeship programme.

STEP 1: DECIDING WHAT YOUR BUSINESS NEEDS

Our specialist team will work through your requirements. If you require a new member of staff we will help prepare the advertisement, discussing key elements such as pay and levels and person specifications.

STEP 2: FINDING YOUR APPRENTICE

Once we have a clear understanding of your requirements we will advertise your vacancy on our own website as well as via www.apprenticeships.org.uk. Our team will then work through the applicants and conduct initial assessments, ensuring that you only spend time interviewing candidates suitable for your needs. We can also help with the interview process.

STEP 3: GETTING STARTED

Once we have found your ideal apprentice one of our experienced Assessors will visit you and your apprentice to finalise the training details. If you are enrolling an existing member of staff onto an apprenticeship programme we will also visit you to ensure that everyone understands the full process and programme.

STEP 4: GETTING ON

Throughout the apprenticeship programme our Assessor will make regular visits to your business to check on your apprentice's progress and complete on-site observations and assessments.

We also hold progress reviews with you and your apprentice every 8 to 10 weeks, setting and reviewing targets to ensure that your apprentice is delivering value to your organisation and has the best opportunity to successfully complete their qualification.

STEP 5: NEXT STEPS

Many of our apprentices are appointed into full-time roles at the end of their apprenticeship programmes however, if this is not a possibility, we will work with you to look at the best next steps such as further training for the apprentice or a new apprentice.

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IT'S WIN-WIN FOR EVERYBODY,
I'M BENEFITTING AS AN EMPLOYER
AND HARRISON IS LEARNING
A SKILL AND EARNING A WAGE.
HE'S ALSO LEARNING MORE
ADVANCED TECHNIQUES
BY DOING HIS DAY JOB.

FIRST CHOICE
JOINERY

”



WHAT EMPLOYERS HAVE TO SAY ABOUT US

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TRESHAM HAVE WORKED REALLY HARD TO MAKE OUR APPRENTICESHIP SCHEME A SUCCESS. THEY ARE PROACTIVE AND HAVE QUICKLY BECOME TRUSTED PARTNERS TO US.

WEETABIX

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TRESHAM PROVIDED US WITH AN EXCELLENT SERVICE. THEY TOOK TIME TO SEE HOW WE OPERATE AND UNDERSTAND WHAT THE TEAM NEEDS WERE.

ROCKINGHAM MOTOR
SPEEDWAY

”

“

THE APPRENTICESHIP PROGRAMME HAS BEEN VERY SUCCESSFUL. IT'S FANTASTIC HAVING VERY ENGAGED APPRENTICES ON BOARD AND THE SUPPORT WE'VE HAD FROM BEDFORD COLLEGE HAS BEEN BRILLIANT.

HYBRID AIR
VEHICLES

”

“

BEDFORD COLLEGE HAS CONTINUALLY SUPPORTED US AND OUR APPRENTICES FROM DAY ONE. THERE HAS ALWAYS BEEN GOOD COMMUNICATION BETWEEN US AND THE TRAINING CO-ORDINATOR VISITS AT LEAST ONCE A MONTH TO SEE APPRENTICES AND OTHER STAFF.

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APPRENTICESHIP PROGRAMMES TO FIT YOUR BUSINESS

- Accountancy
- Adult Care Worker
- Agriculture
- Barbering
- Beauty Therapy
- Brickwork
- Business Administration
- Care Leadership & Management
- Children & Young People
- Civil Engineering
- Commis Chef
- Clinical Healthcare
- Construction Management
- Customer Service
- Decorative Finishing
- Dental Nursing
- Electrical Installation
- Engineering
- Environmental Conservation
- Exercise & Fitness
- Facilities Services
- Front of House Services
- Gas Engineer
- Hairdressing
- Healthcare Support Worker
- Healthcare Assistant Practitioner
- Horticulture
- Hospitality Team Member
- Human Resources Assistant
- Human Resources Management
- IT Application
- Improving Engineering Operations
- Infrastructure Technician
- Lead Adult Care Worker
- Maintenance Operations
- Management
- Management Accounting (CIMA)
- Motorsport
- Motor Vehicle Body & Paint Operations
- Motor Vehicle Maintenance & Repair (Light Vehicle)
- Painting & Decorating
- Plumbing
- Professional Cookery
- Senior Healthcare Support Worker
- Sport Specialist
- Teaching Assistant
- Team Leading/Supervisor
- Trees & Timber
- Warehousing & Storage
- Wood Occupations: Bench Joinery
- Wood Occupations: Site Carpentry

APPRENTICESHIPS

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BEDFORD COLLEGE

Cauldwell Street
Bedford
Bedfordshire
MK42 9AH

01234 291090
apprenticeships@bedford.ac.uk
www.bedford.ac.uk/apprenticeships

TRESHAM COLLEGE

Oakley Road
Corby
Northamptonshire
NN17 1NE

01536 413542
apprenticeships@tresham.ac.uk
www.tresham.ac.uk/apprenticeships

SHUTTLEWORTH COLLEGE

Old Warden Park
Biggleswade
Bedfordshire
SG18 9DX

01234 291090
apprenticeships@bedford.ac.uk
www.bedford.ac.uk/apprenticeships

NATIONAL COLLEGE FOR MOTORSPORT

Unit 2285 Silverstone Park
Towcester
Northants
NN12 8GX

01536 419580
apprenticeships@tresham.ac.uk
www.nc4m.ac.uk



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AND TWITTER**