



EMPLOYER GUIDE TO APPRENTICESHIPS

CENTRAL TRAINING @PEMBROKESHIRE COLLEGE...

will work closely with you to ensure that the apprenticeship offered is the most appropriate for the individual's job role, whilst reflecting individual employer and learner 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 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.

On completion of the apprenticeship the apprentice must be competent in the skills, knowledge and behaviours required to undertake a full range of duties appropriate to the job. They must perform tasks confidently and completely to the standard set by the industry.

Employment is a fundamental part of an apprenticeship. An apprentice must be employed in a job role with a productive purpose.



The Welsh Government
has pledged 100,000 new
apprenticeship places
during its term of office.

THE BUSINESS BENEFITS

The benefits of apprenticeships and traineeships are becoming increasingly obvious to more and more businesses.

It's a fact that apprenticeships develop a motivated, skilled and qualified workforce. Businesses that offer apprenticeships view them as beneficial to their long-term development. According to the British Chambers of Commerce, most employ an apprentice to improve the skills base within their business.

With the expansion of higher and degree apprenticeships businesses can now access the higher-level technical skills vital to business performance and growth. Employers have the opportunity to attract new talent, offer progression and develop a motivated, skilled and qualified workforce.

Also, by offering traineeships, businesses have the opportunity to build a pool of high-quality future recruits for their sector, while helping young people take their first steps toward employment.

ALL THE SUPPORT YOU'LL NEED

We do everything we can to make taking on an apprentice or trainee as simple as possible. Our Central Team at Pembrokeshire College is here to guide and advise you through the recruitment process.



WHAT IS AN APPRENTICESHIP?

An apprenticeship is first and foremost a job with substantial training and the development of transferable skills. It is a way for people of all ages to earn while they learn, gaining real skills and knowledge and a real future. Hiring apprentices is a productive and effective way for businesses to grow their own talent by developing a motivated, skilled and qualified workforce.

Apprenticeships are available to businesses of all sizes and sectors in Wales and can last anything from 12 months to 5 years. Apprenticeships are available in 1,500 occupations, across 170 industries.



There are various levels of apprenticeship available:

FOUNDATION APPRENTICESHIP

(Level 2 – equivalent to five A*-C GCSEs)



ADVANCED APPRENTICESHIP

(Level 3 – equivalent to two A-levels)



HIGHER APPRENTICESHIP

(Levels 4-7 – equivalent to a foundation degree and above)



DEGREE APPRENTICESHIP





HOW DO I RECRUIT AN APPRENTICE OR TRAINEE?

'The Online Apprenticeship Matching Service' and Pembrokeshire College's Employment Bureau enable you to advertise your vacancies for free and find candidates who match your criteria.

This not only saves a significant amount of money but is also a convenient way to manage the recruitment process in one place. Pembrokeshire College will work with you through the process to place your vacancy, manage the applications and help you to select your chosen candidate.

FOUR SIMPLE STEPS:

Central Training at Pembrokeshire College is here to support employers and we are trying to make it easier than ever for you to employ an apprentice or take on a trainee.



Decide on your requirements with a member of the Central Team and drive applications through the free online Apprenticeship Matching Service. We will also advertise the role free of charge through our internal Recruitment Bureau and advertise the vacancy to our 1000s of current learners.



Design your own traineeship programme to help young people become 'work ready' and secure an apprenticeship or employment.



Deliver the apprenticeship or traineeship, working with a training organisation to reduce the burden on your business.



Develop your apprentices and enter them into awards and competitions to put your business on the map.

There has never been a better time to employ an apprentice, call the team today - 01437 753 320.



WHAT DO I PAY AN APPRENTICE?

Issuing a contract of employment and paying at least the Apprenticeship National Minimum Wage.

Apprentices aged 16-18, or who are in the first year of their apprenticeship, must be paid a minimum of £3.40* per hour. All other apprentices are entitled to the National Minimum Wage for their age i.e. £5.50 per hour for apprentices aged 18-20, and £6.95 for those 21 and over. Many businesses pay more.

* The rates are usually updated every October. The current rates apply from October 2016.

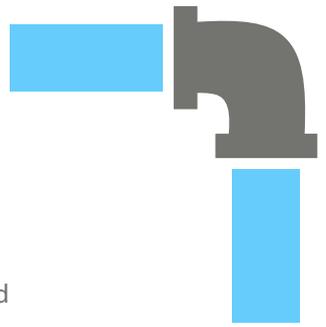
WHAT ARE THE APPRENTICESHIP EMPLOYER'S RESPONSIBILITIES?

As the employer you must give your apprentice an induction into their role and provide on-the-job training. You are responsible for paying your apprentice's wages and issuing their contract of employment. As an employee, the apprentice receives the same benefits as other employees. By employing an apprentice, you have certain requirements to meet.

The minimum hours of employment for an apprentice should be at least 30 hours per week. By exception, where the individual's circumstances or the particular nature of employment in a given sector makes this impossible, then an absolute minimum of 16 hours must be met. In such cases the duration of the apprenticeship should be extended.

- All apprentices must have an Apprenticeship Agreement between the employer and the apprentice.
- Provide apprentices with the same benefits as other employees.

Request further information today call -
Central Training on 01437 753 320.



HIGHER AND DEGREE APPRENTICESHIPS

Higher and degree apprenticeships were introduced to provide employers with the high level skills most critical for growth. The Government's ambition is for it to become the norm for young people to achieve their career goals by going into an apprenticeship or to university – or in the case of some higher and degree apprenticeships – doing both.

Developed by employers for employers, higher and degree apprenticeships enable businesses to train more of their employees in the high-level industry specific skills that are critical for growth in the UK and internationally.

Higher and degree apprenticeships include a range of qualifications at a range of levels from the equivalent of a foundation degree to a bachelor's degree and even master's degree level in some sectors. Higher and degree apprenticeships are widening access to the professions and allowing young people and adults to earn while they learn at the highest level and progress into higher skilled occupations.

Over 75 different subjects are currently covered (with more in development) ranging from legal services and banking to digital and aerospace, representing hundreds of job roles.

Apprenticeships and traineeships make GREAT business for employers of all sizes.

THE FACTS:

5% Lower recruitment costs.

75% of apprentice employers say the programme has helped cut recruitment costs.

80% say that apprenticeships will play a bigger part in their future recruitment policy.

15% Employers think that qualified apprentices are more employable than those with other qualifications.

89% of apprentice employers say they make their businesses more productive. The average apprenticeship completer increases business productivity by £214 per week.

50% of employers said that traineeships provide a valuable route into employment for young people.

94% of employers consider traineeships to be an effective way of increasing young people's chances of finding paid jobs and apprenticeships.

Sources: Statistical First Release 2015 data; 2011 British Chambers of Commerce, Populus research commissioned by National Apprenticeship Service; Productivity Matters, Centre for Economic and Business research, 2013.

