



Employer HR Apprenticeship Support Guide

▶ Contents

Benefits to your Organisation	2
How Much Will it Cost Me?	4
Finding the Right Apprentice for You	5
Staff Recruitment Service	7
Preparing and Monitoring	8
Useful Links	9
Safeguarding	10
HR and Employment Law	11
Templates	12

Whilst every effort has been made to ensure the information in this guide is accurate, occasionally circumstances change beyond our control and there may be amendments.

For the latest information please visit our website or contact the team directly.

► Benefits to Your Organisation

Apprenticeships have moved on from what they used to be and are an exciting option for both apprentice and employer. You can now employ apprentice's at all different levels, from school leavers to people that want to further their careers or change career direction completely. An apprentice can be aged 16 or 100 plus!

As an employer, you can get additional help with funding an apprentice from the government.

Hiring an apprentice is a **productive** and **effective** way for any organisation to **grow talent** and develop a motivated, skilled and **qualified workforce**

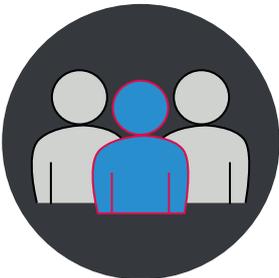
86% of employers said apprenticeships developed skills relevant to their organisation and **78%** reported improved productivity



► Benefits to Your Organisation



90% of apprentices stay on in their place of work after completing an apprenticeship



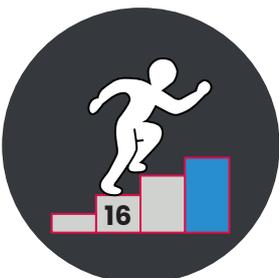
There's a **wide selection** of **apprenticeships** available, covering lots of different job roles



You can **adapt** the **training** your apprentice receives according to the needs of your organisation



An apprenticeship allows you to **diversify** and freshen up **your workforce**



You can employ an apprentice who's **aged 16 up to any age** and from any background

▶ How Much Will It Cost Me?

You can get help from the government to pay for apprenticeship training and assessment. The amount you get depends on whether you pay the apprenticeship levy or not. You will pay the apprenticeship levy if you're an employer with a pay bill more than £3 million each year.

If You Don't Need To Pay The Apprenticeship Levy

As an employer who doesn't pay the apprenticeship levy, you will need to pay the training provider directly for training your apprentices.

You pay **5%** towards the cost of training and assessing your apprentice. The government will pay the rest (**95%**) up to the funding band maximum. They'll pay the funds directly to the training provider.

Additional Payments From The Government

Extra Support For Small Employers

Employers with fewer than 50 people working for them will not have to pay the 5% contribution for an apprentice who is aged between:

- ▶ 16–18 years old
- ▶ 19–24 years old and who has previously been in care or who has an Education, Health and Care plan provided by their local authority

The government will pay 100% of the training costs for these individuals, up to the **funding band maximum**.

Training Younger Apprentices

All employers will receive £1,000 if, at the start of the apprenticeship, the apprentice is aged between:

- ▶ 16–18 years old
- ▶ 19–24 years old and who has previously been in care or who has an Education, Health and Care plan provided by their local authority

This payment will be made to the employer in two equal instalments via the training provider. The first instalment is received in the 2nd or 3rd month and the second instalment is received in the 13th month.

► Finding the Right Apprentice For You

When you've decided to hire an apprentice you need to think about the right person for you and the benefits they can bring to your organisation.

When you write the apprenticeship advert be sure to make it understandable and simple for candidates, who will be searching through many other apprenticeship vacancies.

Think about:

- ▶ Offering a competitive apprenticeship salary, depending on experience
- ▶ The apprenticeship description, keeping it simple and short
- ▶ Whether the right person for you will be someone with no experience or more
- ▶ Why they might want to come and work for you
- ▶ What their future career prospects look like
- ▶ What their future salary potential could look like

Traineeships

If you are not ready to take on an Apprentice, have you considered a Traineeship?

A traineeship is a course that includes a work placement. It can last from 6 weeks up to 6 months.

Traineeships help 16 to 24 year olds, or 25 year olds with an education, health and care (EHC) plan, get ready for an apprenticeship or job if they don't have the appropriate skills or experience.

For information please email:

✉ employers@southdevon.ac.uk

► Finding the Right Apprenticeship For You

Apprentice Recruitment Service

The College offers a dedicated Apprenticeship Recruitment Service for Employers to help you find the best fit for your business.

The recruitment service can be completed in six stages:



Your dedicated Partnership Coordinator will support you in completing a vacancy template. This template is an opportunity to promote your apprenticeship vacancy and will include a vacancy overview, role description, working pattern, wage and start date.



Our apprenticeship team will submit your vacancy onto the 'Find an Apprenticeship' page on the **www.gov.uk** website.



Your apprenticeship vacancy will be advertised nationally as well as through our South Devon College Job Shop to our existing students.



Once your vacancy closes, your dedicated Partnership Coordinator will check each application to ensure eligibility and suitability.



You will then be required to shortlist and interview the applicants.



Upon successfully appointing your new apprentice you will need to inform your Partnership Coordinator and agree the Employment/ Apprenticeship start date.

▶ Staff Recruitment Service

Our team of professionals can help your business recruit seasonal or part-time staff through our unique online Careers and Employability Centre.

We have partnered with Jobteaser to launch our new online Careers and Employability Centre, which enables all our students to access information about local, national and international employers. This platform gives you access to our talent pool of industry ready learners for your Apprenticeship and full time vacancies. We encourage all the employers we work with to add a company profile to make it easier for them to create a future pipeline and raise awareness of their brand. Our business partners get this created for them by a member of our customer account team

What will the College do?

- ✓ Check with you that we have all the details of your vacancy requirements
- ✓ Advertise your vacancy on our Careers and Employability Centre
- ✓ Offer you the opportunity to visit the College to promote your vacancy
- ✓ Provide a FREE recruitment service
- ✓ Work closely with our students to ensure we find the right individual for you

What do you need to do?

- ✓ Create a company profile on our online Careers and Employability Centre
- ✓ Interview the shortlisted students- this can be done on your premises or at the College
- ✓ Support the College in helping to make our students work-ready

Our students have time when they work:

- ✓ On their days off from College
- ✓ In the evenings
- ✓ At weekends
- ✓ In the holidays

This new online platform also gives you direct access to promote and manage **work experience, volunteering, seasonal and part time vacancies** to our students.

Register today: <https://southdevon.jobteaser.com/en/>

We also hold regular recruitment fairs and employer engagement activities, please get in touch if this is something you would be interested in supporting.

► Preparing and Monitoring

Taking on an apprentice, whatever age, will need some preparation from you, as the employer.

If the new apprentice is straight out of school then they may have limited experience of what's expected of them going into their first salaried job.

If your new apprentice is older and more experienced they might not need as much help as the school leaver, but they may still be nervous and unsure of what's expected of them.

Preparing

Before an apprentice starts you should consider sending them a starter pack so they know what to expect from their first day.

It could include:

- ▶ A list of what you'd like them to bring; notebook, pens and ID's etc
- ▶ What time you'd like them to arrive
- ▶ How they should dress
- ▶ How much money they need to bring for lunch
- ▶ Who they should ask for when they arrive
- ▶ Where to get the bus, train or park their car

Monitoring

Once you have hired an apprentice, South Devon College will provide both yourself and the apprentice with ongoing support. You will be provided with a dedicated Partnership Coordinator who will visit the apprentice both in the workplace, at **10 week intervals**, and during their college day here at the college.

► Useful Links

ACAS	http://www.acas.org.uk/index.aspx?articleid=1461
National Apprenticeship Service	08000 150 600 https://www.gov.uk/take-on-an-apprentice
Citizens Advice	https://www.citizensadvice.org.uk/work/
Mental Health at Work	https://www.mentalhealthatwork.org.uk/resource/?resource_looking-
ICO (Information Commissioners Office)	https://ico.org.uk/for-organisations/
HSE (Health and Safety Executive)	https://www.hse.gov.uk/

Contact our dedicated Apprenticeship and Employer Engagement team for free professional support and advice on **08000 380 123** and choose option 3.

Please note: Information correct at time of printing. Changes may occur due to circumstances beyond the College's control.

▶ Safeguarding

We have a responsibility and duty of care for all of our learners to ensure their safety and wellbeing. Please see essential links below.

Positive Intervention

safeguarding@southdevon.ac.uk

<https://www.samaritans.org/>

Counselling

<https://www.kooth.com/> - Online counselling for 11-25 year olds

<https://xenzone.com/qwell/> - Online counselling for adults

Bereavement Care

<https://www.cruse.org.uk/>

Contact Us

Call the team on **08000 380 123** and choose **Option 3** to speak to our Apprenticeships & Employer Engagement Team. Alternatively you can email: **employers@southdevon.ac.uk**

► HR and Employment Law



Could you do with a helping hand from a qualified and professional HR support service?

The HR Dept can guide you through the complex world of employment law, steering you clear of potential pitfalls. Very few growing businesses can afford their own HR department. By working with us you can access the same advantages that large businesses enjoy. You will get local, personal and professional expert advice, all at a fraction of the cost of an in-house HR team.

We understand that your company is unique. Whether you are gearing up to take on your first staff member, or you are established with a few hundred people, our broad experience means we can offer creative solutions that work for your business.

From supporting you with resolving sensitive problems; tackling sickness absence; growing or downsizing your team; managing performance or a difficult employee; or even just understanding your legal obligations as an employer; let the HR Dept be your HR department.

For a FREE, no obligation discussion please contact the HR Dept Torbay and Ivybridge.

0345 2004178

E helena.white@hrdept.co.uk

W www.hrdept.co.uk

▶ Templates

These templates have been created in collaboration with the HR Dept and can be used as a guideline.

Apprenticeship Agreement Template



Working Time Regulations Template



Apprentice Induction Checklist Template



Disciplinary and Grievance Procedure Template



New Starter Form Template



Holiday Request Form Template



For a bespoke contract or more information, please contact the HR Dept on helena.white@hrdept.co.uk or call 0345 2004178.

South Devon College
Long Road
Paignton
TQ4 7EJ

☎ 08000 380 123

✉ employers@southdevon.ac.uk

🌐 www.southdevon.ac.uk

🐦 @SDCollege

📘 /SouthDevonCollege

 **South Devon College**
APPRENTICESHIPS

