

Employer HR Apprenticeship SUPPORT GUIDE



In partnership with
enlightenHR

 **South Devon College**
BUSINESS SOLUTIONS


WESTCOTTS
CHARTERED ACCOUNTANTS
& BUSINESS ADVISERS

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 information from enlighten HR	11
Financial information from Westcotts	12



Benefits to your organisation

Apprenticeships are an excellent way of re-invigorating your workforce and improving your bottom line. They can provide you with enthusiastic employees with the skills to have a lasting and positive impact on your business.

Businesses that employ apprentices see an increase in retention and loyalty, which means apprenticeships can form the cornerstone of your recruitment policy. Apprentices can be valuable to businesses of any size, whether you are a sole trader, small to medium enterprise or a multinational organisation.

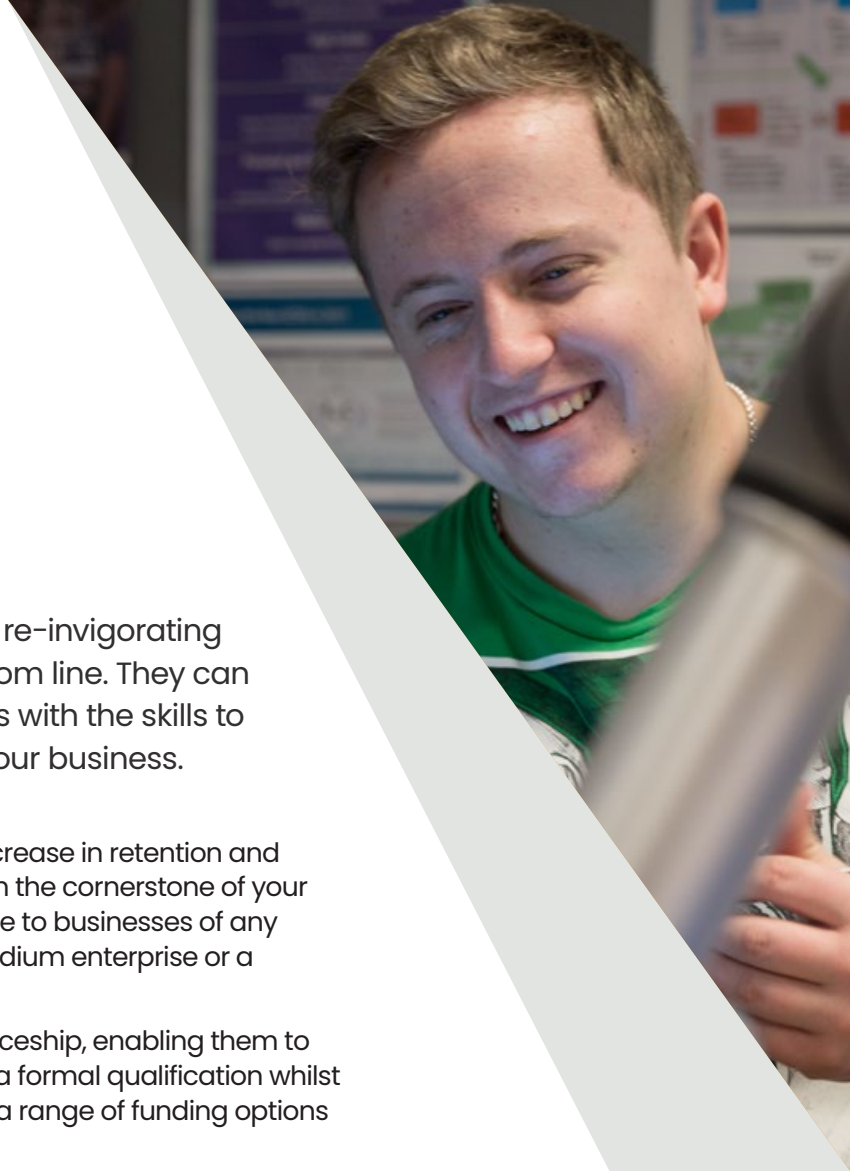
Existing employees can also begin an apprenticeship, enabling them to receive advanced technical training and gain a formal qualification whilst still contributing to your business. There is also a range of funding options and streams available.

Taking on an apprentice doesn't have to be a daunting proposition. Our expert Business Solutions Team team can offer you a free consultation to explain the benefits it will bring, and will provide support every step of the way.

To find out more about any of these options, call our Business Solutions Team on **01803 540823**, or email **employers@southdevon.ac.uk**

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

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 seven stages:

1

You will need to create an account on the Digital Apprenticeship Service (DAS) at **accounts.manage-apprenticeships.service.gov.uk** for us to advertise your apprenticeship vacancy on the Government's directory at **gov.uk/apply-apprenticeship**.

2

Your dedicated Apprenticeship Recruitment 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.

3

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

4

Your apprenticeship vacancy will be advertised nationally as well as through our Careers and Employability Centre to our existing students.

5

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

6

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

7

Upon successfully appointing your new apprentice you will need to inform your Apprenticeship Recruitment 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 students 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 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

What we will 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

Our students have time to 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: southdevon.jobteaser.com

We also hold regular recruitment fairs and employer engagement activities, please get in touch on **01803 540575** or email employability@southdevon.ac.uk if this is something you would be interested in supporting.

"Apprenticeships have contributed to the growth of our business by underpinning the skills and knowledge we need in a niche industry. My advice to businesses considering hiring an apprentice is that they are invaluable. Especially with South Devon College, you get the support that you need as an employer and the apprentice will bring valuable skills and a fresh perspective."

Victoria Phillips

HR Manager, Spirent Communications



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 Dedicated Assessor Coaches 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/>



Call the team on **01803 540823** or alternatively you can email **employers@southdevon.ac.uk**

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

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

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

Bereavement Care

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

Contact Us

Call the team on **01803 540823** or alternatively you can email **employers@southdevon.ac.uk**



HR Information

enlightenHR

Providing peace of mind for you, and your business

To access a range of free resources please [click here](#)

How can enlightenHR help?

Do you, as an employer, need guidance on how to manage your employees, including apprentices? If the answer is yes, then enlightenHR can help, providing peace of mind so that your business can thrive.

enlightenHR is a small team of Human Resource Specialists working with a number of clients across a wide range of industries providing expert employee relations advice.

The concept of enlightenHR is that, as a client, you feel we are an integral part of your business providing HR support remotely, giving you the freedom to call on us as and when needed.

What We Offer

The Apprenticeship Package

enlightenHR is delighted to support employers employing Apprentices through South Devon College. We provide free documentation to ensure that you comply with the legal requirements and also that you start off on a professional footing. In addition to our Apprenticeship Package will provide up to 30 minutes of free advice relating to employing and managing Apprentices. So if you'd like to know more, or need some advice, please arrange a meeting via our Calendly link <https://calendly.com/alisonenlightenhr/meeting>

If you are a business which incorporates apprentices into their workplace alongside other employees, we also offer packages which help in managing your wider employee population.

The Micro Business Starter Package

Includes everything you need on your HR journey as your business grows. It is aimed at micro businesses with 5 or fewer employees and is ideal if you just need a little helping hand with the management of a small team.

Retained Client Package

If you are a larger company with over 5 employees needing advice and guidance on how to manage the day-to-day HR of your business, we offer our Retained Client Package. It couldn't be simpler, on joining, we undertake an audit and get you set up with everything you need, including breathe HR, which is a cloud-based employee management system, after that we provide unlimited, ongoing Advice and Support for a monthly fee based on how many employees you employ.

If you would like to know more information about our packages please visit our [website](#) or if you would like direct contact with us please contact **Alison Benney** on **07967 221595** or email alison@enlightenhr.com

Financial Information



WESTCOTT'S

CHARTERED ACCOUNTANTS
& BUSINESS ADVISERS

We're here

To access a range of free resources please [click here](#)

Are you looking for a reliable and experienced accountancy firm to help you manage your finances? As a leading firm of Chartered Accountants and Business Advisers in the South West, we offer a personal and local partner-led service that values relationships above all else.

Our team of specialists have a wealth of knowledge across a diverse range of sectors, and we pride ourselves on delivering exceptional service with independent, straightforward, clear, calm, and expert advice. With more offices in the region than any other firm, we can provide you with the same advantages that large businesses enjoy.

Our mission is to deliver exceptional service with independent, straightforward, clear, calm, and expert advice. Whether you're just starting out or have been established for years, we can offer creative solutions that work for your unique business needs. **We have several documents available to download including advice on:**

Accountancy and year end

HMRC have recently announced a change in the way unincorporated businesses are going to have to allocate their trading profit to tax years for their tax returns.

A Guide to VAT registration

Value Added Tax, or more commonly referred to as VAT, is a tax on the value added to most goods and services bought and sold for use or consumption in the UK. Find advice and further information in our guide.

A sustainable business

Find advice on moving to an electric company car, going paperless, Cycle to Work Scheme and more.

A guide to becoming an employer

When you become an employer for the first time there are lots of things to consider before your first employee starts work, find advice in our guide.

How to organise accounting records

For any business, there are three key areas of accounting records. These are bank statements, sales invoices and purchase invoices, our guide takes you through the basics of these requirements.

Preparing for Making Tax Digital

If you have not heard of the strapline 'Making Tax Digital' yet, you soon will. If your business prepares VAT returns, then you should already be aware of some of the new requirements.

When is the right time to become a Limited Company?

Being a sole trader is a good option for many small businesses, but there are various reasons why you may want to trade as a Limited Company instead. Every business is different and the right time to make the transition will depend on the business's specific circumstances, see our guide for more information.

At Westcotts, we're here to help your business thrive.

Contact us today to arrange a free consultation. Our contact details for your local office can be found on our [website](#)



South Devon College
Long Road
Paignton
TQ4 7EJ

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.

☎ 01803 540823

✉ employers@southdevon.ac.uk

🌐 www.southdevon.ac.uk

🐦 @SDCollege

f /SouthDevonCollege

[] South Devon College
BUSINESS SOLUTIONS