



# An Apprenticeship Guide for **EMPLOYERS**

Everything an employer needs to know about



## Grow your business with Apprentices

Apprenticeships help you to grow your own talent, reduce staff turnover and give your business the skills it needs to succeed. Apprenticeships can work for your business with new recruits and existing staff.

An Apprenticeship is a real job with an accompanying skills development programme. It is a way for individuals to earn while they learn gaining valuable skills and knowledge in a specific job role.

The apprentice gains this through a wide mix of learning in the workplace, formal off-the-job training and the opportunity to practise new skills in the real work environment. Apprenticeships benefit employers and individuals and, by boosting the skills of the workforce, they help to improve economic productivity.

Apprenticeships typically last between 12 – 24 months and our roll-on, roll-off model means there is no waiting for course start dates.

# Apprenticeships we offer:

- Business Administration
- Customer Service
- Team Leading & Management
- Retail
- Teaching Assistant
- Construction - Multi-trade
- Construction - Bricklaying
- Clinical Healthcare
- Adult Social Care
- Child Care
- Housing Management
- Animal Care



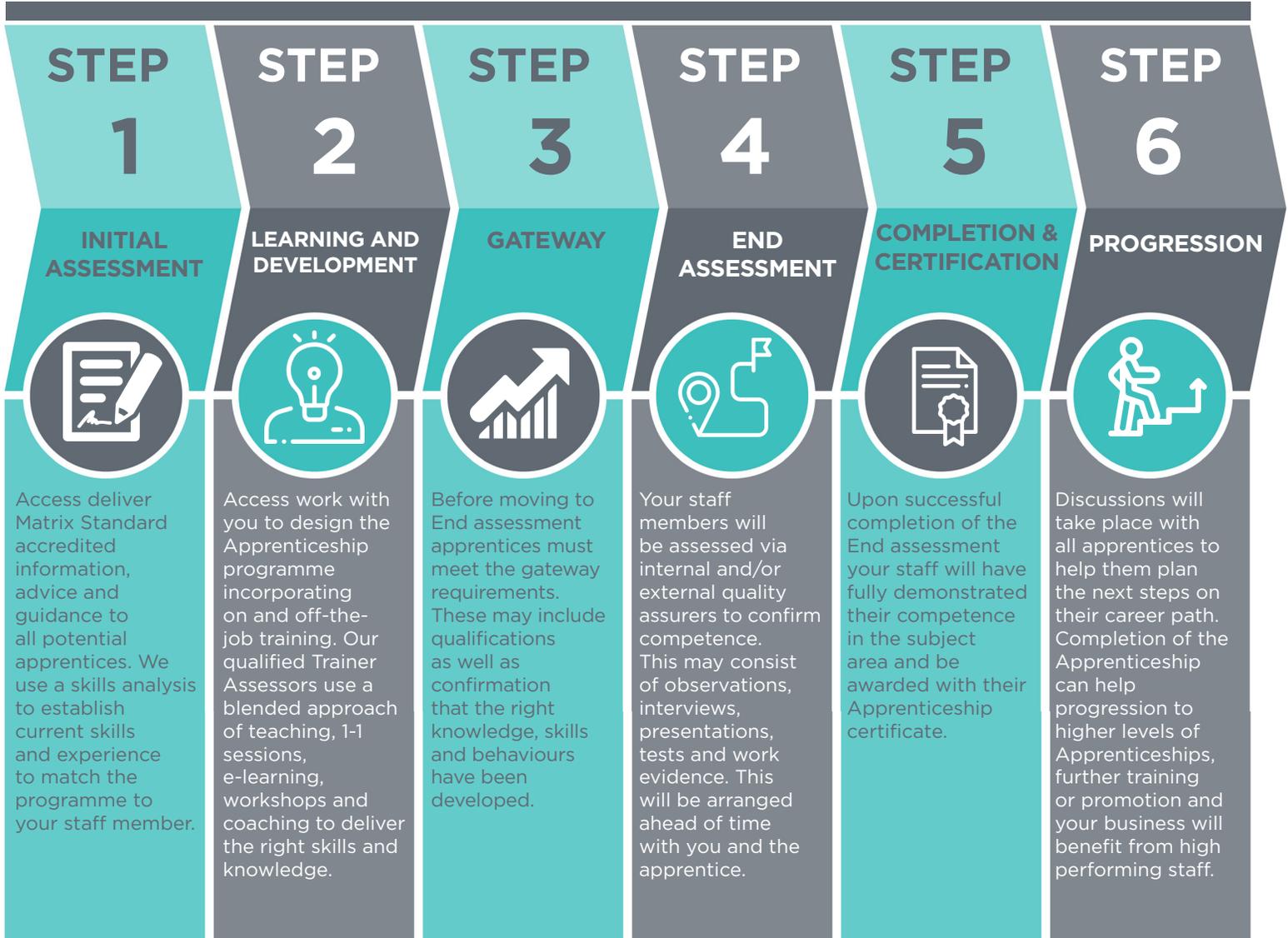
## How do they work?

Our award-winning delivery team will work with you to design and deliver the right skills and knowledge needed for your apprentices to work confidently and competently in their role.

We offer blended learning which gives great flexibility and means apprentices can learn in a variety of different ways including e-learning, workshops, self-study and 1-1 mentoring.

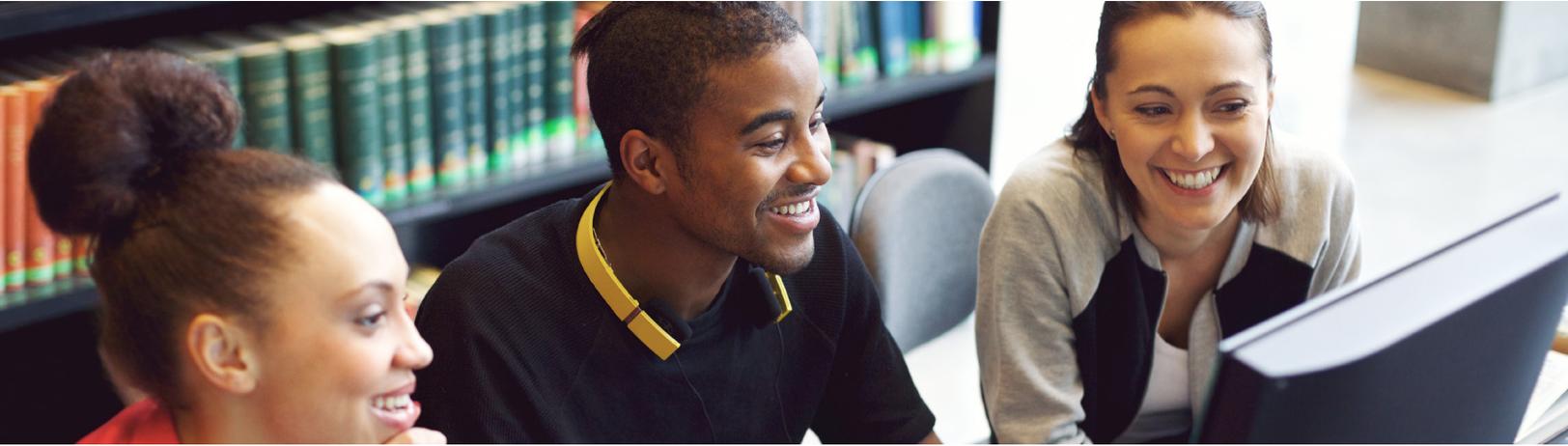
Apprentices must spend at least 20% of their time on off-the-job training, however, they may need more than this if, for example, they need training in English and maths. We will jointly decide how the off-the-job training is delivered including various work-based activities such as induction, job-shadowing, performance management and internal training.

# THE 6 STEP APPRENTICESHIP JOURNEY



# Who can do an Apprenticeship?

Apprenticeships are available to all employed staff needing training and support to help them successfully carry out their job role. They can be offered to new entrants or used to grow talent from among current employees. Apprentices can have any level of previous education including a degree (as long as it is not in the same subject as the Apprenticeship).



## How are Apprenticeships funded?

There are 2 ways Apprenticeships are funded – either by the Apprenticeship levy or co-investment between the Government and employer:

### Levy

If you pay the Apprenticeship levy you can use it to fund approved Apprenticeship training and assessment. The Government will top up the amount you pay into your levy account by an extra 10% and will also fund 90% of any over-spend from your levy account.

### Non-levy paying employers

If you don't pay the Apprenticeship levy at least 90% of the cost of approved Apprenticeship training and assessment will be paid by the Government, meaning you only have to contribute 10% of the cost.

### Incentives

To encourage employers to recruit young people into their businesses and train them through Apprenticeships, incentives of £1000 per 16-18 year-old (and 19-24 year old care leavers) are available for all employers, regardless of size.

To support small employers with fewer than 50 employees, 100% of the Apprenticeship costs for learners aged 16-18 will be met by the Government.

**Contact us for more information:**

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