

11 January 2024

# Apprenticeships: A solution to your recruitment challenges



# Introductions



# Meet the Presenters and Technical Support

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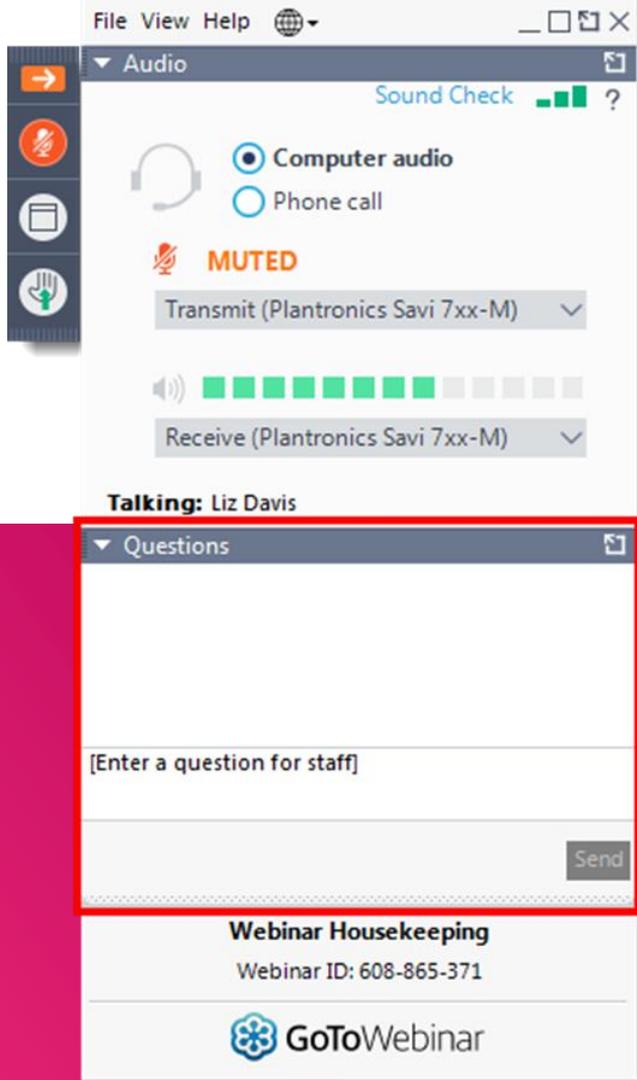




# How to ask questions

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# GoTo Webinar Housekeeping

## Time for Questions

### Your Participation

Please continue to submit your text questions and comments using the Questions panel



# Agenda

- Benefits of hiring apprentices
- A solution to your recruitment challenges
- The different types of apprenticeships available
- Overview of how to find and recruit an apprentice
- Government funding
- Q&A



**5-11 FEBRUARY 2024**

**#NAW2024**

# **NATIONAL APPRENTICESHIP WEEK**

# My journey



- Undertook an apprenticeship at the age of 19 incorporating an NVQ in Business Administration
- Employed within a HR department undertaking basic entry administration work
- Successfully completed the apprenticeship and was made permanent in a HR role
- My employer supported my continued development by funding my attendance at University to complete a professional qualification (CIPD) - whilst working
- Progressed across the HR function undertaking various roles throughout my 7-year service; HR administration, HR systems, International HR admin, HR advisor.
- Continued my HR career in large and small organisation's and in all areas of HR.



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# Benefits of hiring apprentices

- Provide a pipeline of fresh talent that can be moulded to fit your company's specific needs
- Contribute to a more diverse and inclusive workplace
- Enhance employee loyalty
- Increased productivity
- Financial incentives
- Positive impact on the employer brand locally and nationally
- A solution to your recruitment



# Benefits for the individual

- Motivation
- Valuable hands-on practical work experience
- Offer a structured training programme
- Provided with a mentor
- Open doors to long term career opportunities
- Exposure to professional network
- Boost an individual's confidence

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# A solution to your recruitment challenges?

Earlier this year, we asked....and you said

80% had recruitment challenges

43% had challenges with skill shortages

24% had a shortage of candidates

23% were unable to meet wage demands

15% had challenges with the time it takes to hire

7% had challenges with cost per hire

89% struggled to have the right skill set to be able to respond to current and future business challenges

26% said that the ability to retain skill and talent was one of the biggest challenges

67% did not plan for managers of the future, but instead, recruited at the time needed

# A solution to your recruitment challenges?

## Recruitment challenges

- 80% recruitment challenges
- 80% insufficient skills
- 43% skill shortage
- 26% retaining & attracting talent
- 24% candidate shortage
- 23% wage demands
- 15% time to hire

## Apprenticeships

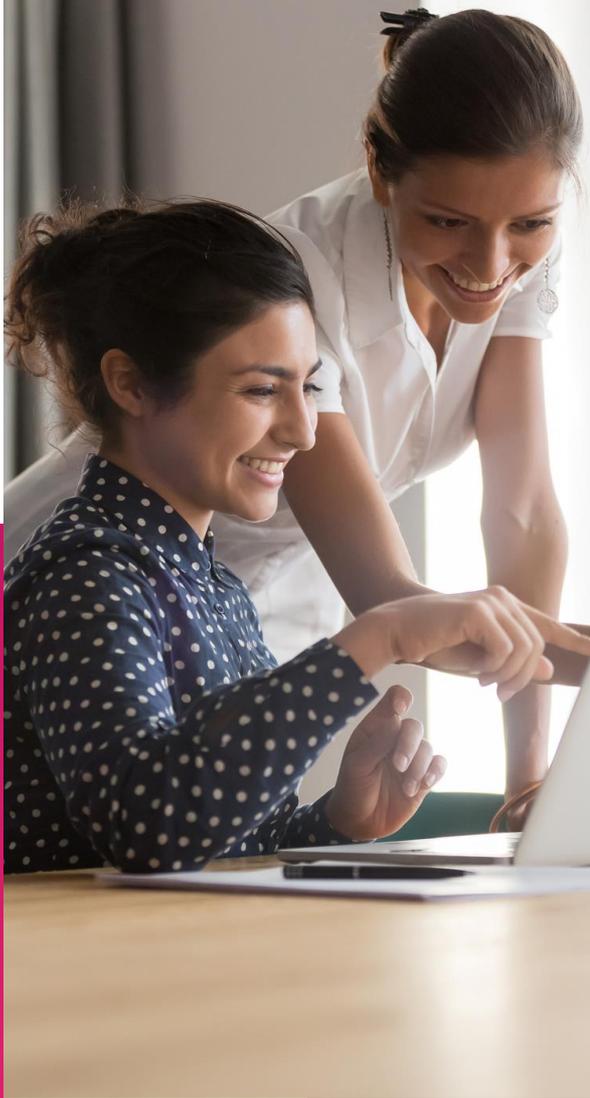
## The benefits of apprenticeships

- Pipeline of fresh talent
- Greater diversity
- Enhanced loyalty
- Engaged & motivated employee
- Increased productivity
- Financial incentives
- Positive employer brand

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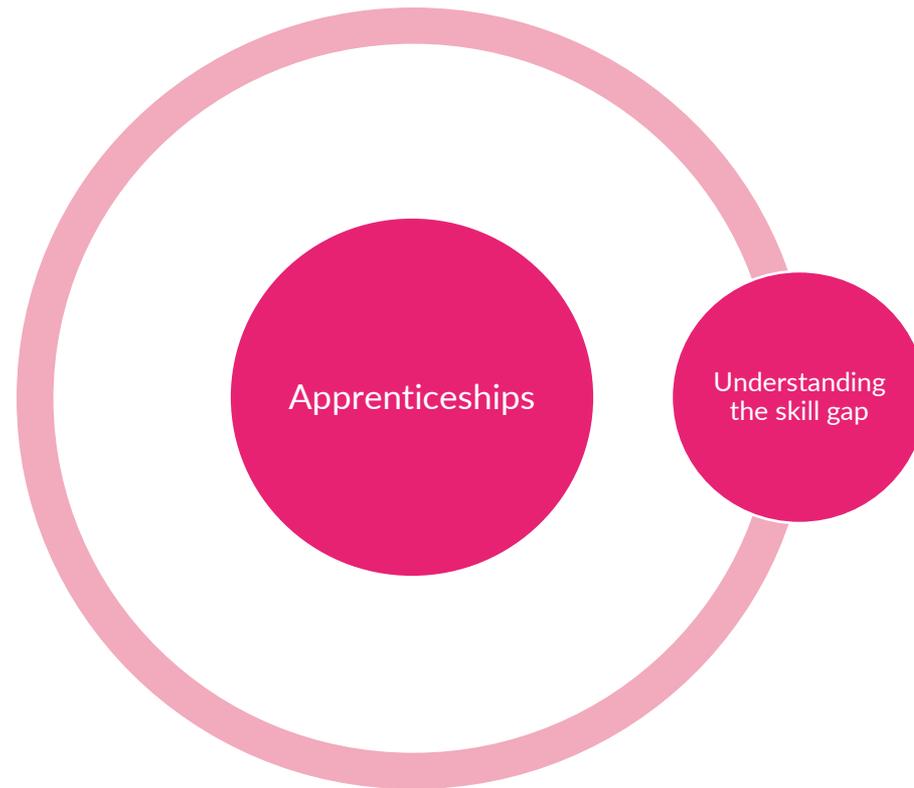




# The different types of apprenticeships

- Intermediate (Level 2)
  - equivalent to GCSE
- Advanced (Level 3)
  - equivalent to A-Level
- Higher (Levels 4 to 7)
  - equivalent to a foundation degree and above
- Degree (Levels 6 and 7)
  - equivalent to a Bachelor's or Master's degree

# Employing an apprentice:

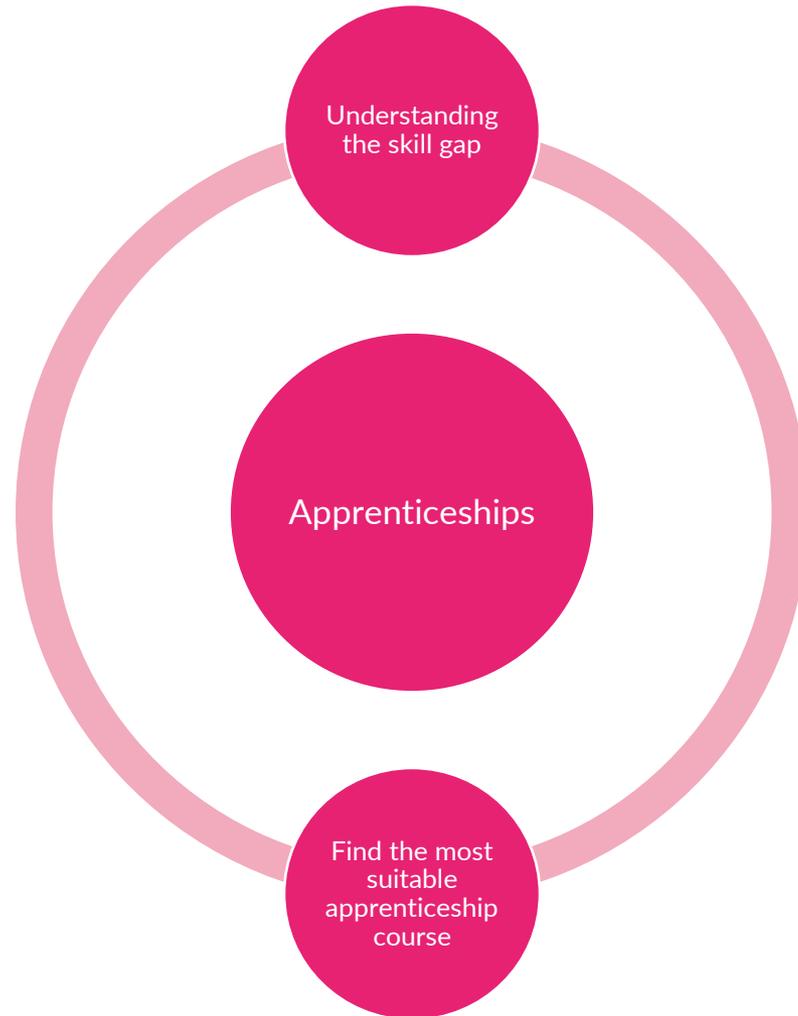


# Understanding the skill gap

- Key business activity
- Strategic people planning
- Resource planning
- Training needs analysis



# Employing an apprentice:

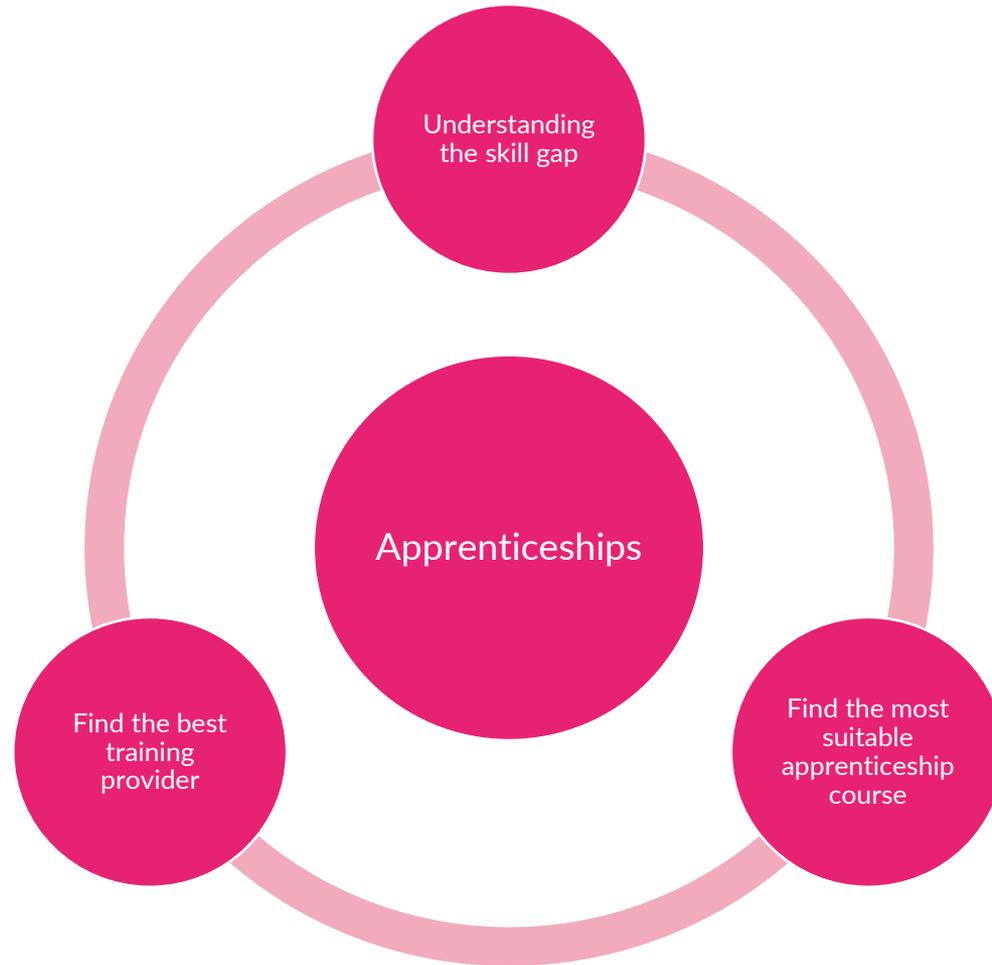


# Finding the best apprenticeship course



- Find the most suitable apprenticeship course that matches to the job role
- Select the right training to suit your business
- Think about the level and duration of the training
- Discuss your expectations with the training provider
- Ensure your agreed training plan is flexible and can be changed to meet the needs of the business and the apprentice.

# Employing an apprentice:



# Finding the best training provider

- The training provider will be responsible for the 20% off the job training
- Can be local, national, in person or online
- Use the Government's training service to find a training provider

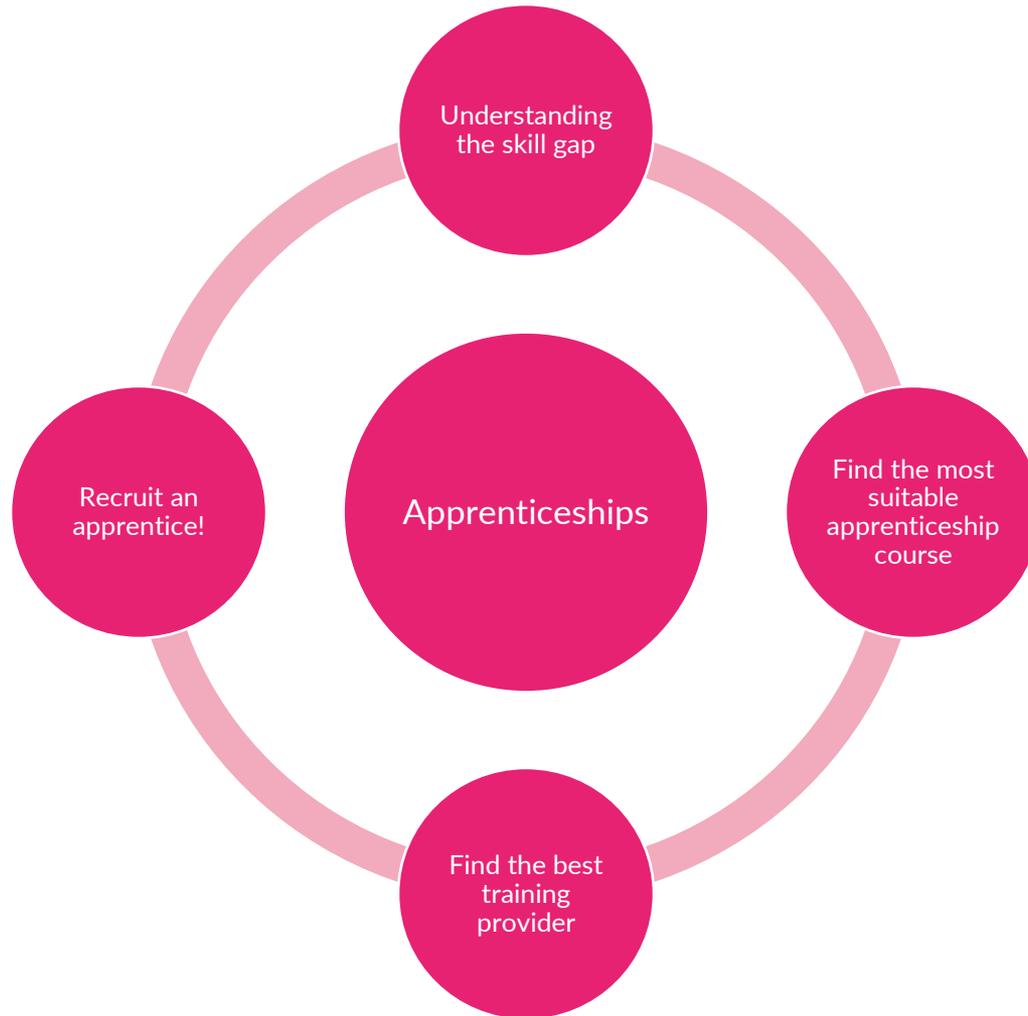


# Apprenticeship service account

- To set up and manage the apprentice you need an apprenticeship service account
- All apprenticeships in England must be managed through this system
- It can be used for:
  - Access and managing funding
  - Receiving a transfer of funds
  - Advertising vacancies
  - Choosing the course and provider
  - Giving permission to training providers to carry out some of the tasks on your behalf



# Employing an apprentice:





# Recruiting an apprentice

- Fair process must be adopted – just as you would with any other vacancy
- You can recruit via [www.gov.uk](http://www.gov.uk) using the 'recruit an apprentice' system
- Alternatively, your training provider can recruit on your behalf
- Or you can form relationships with local schools and colleges to introduce your organisation or use your networks, such as through LinkedIn.
- Assessment method that is fair, transparent and appropriate.

# Employing an apprentice:

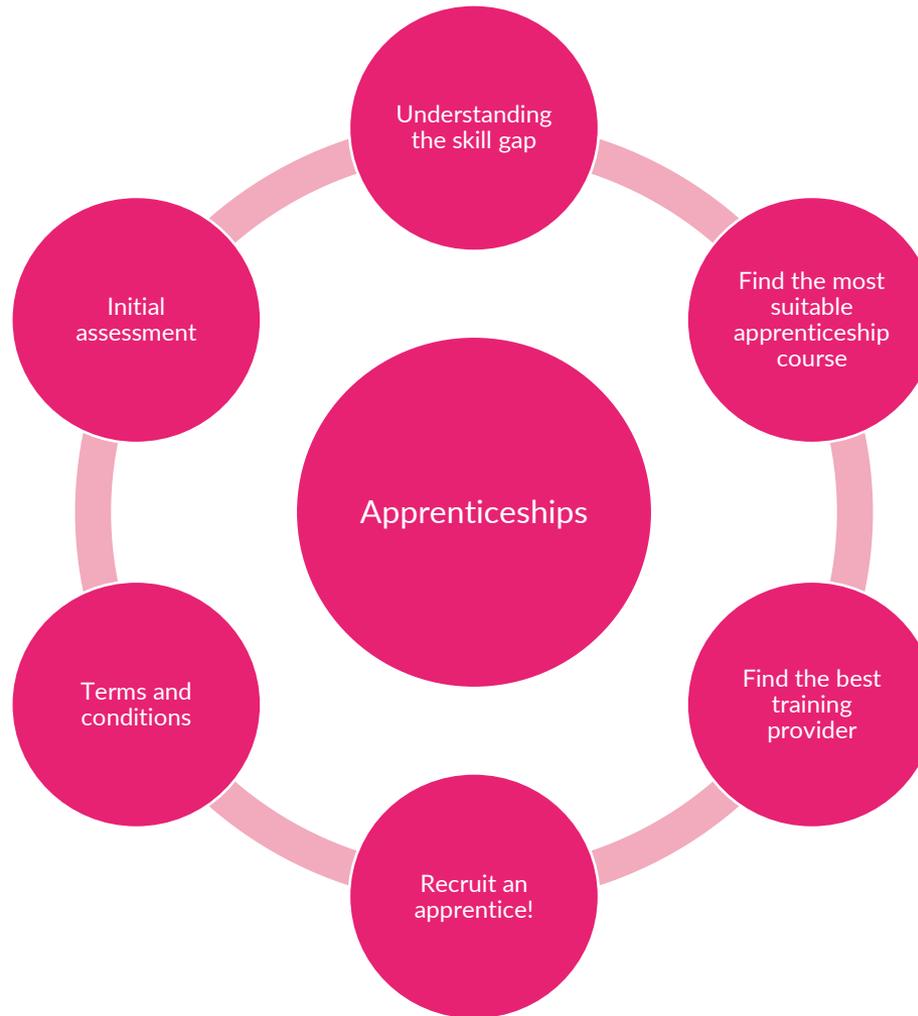


# Terms and conditions



- By law, the apprentice must be provided with an Approved English Apprenticeship Agreement
- Apprentices have the same employment rights as other employees
  - Working hours
  - Rest breaks
  - To be paid the national minimum wage (currently £5.28 rising to £6.40 from April)
  - Must be at least 12 months in duration.

# Employing an apprentice:

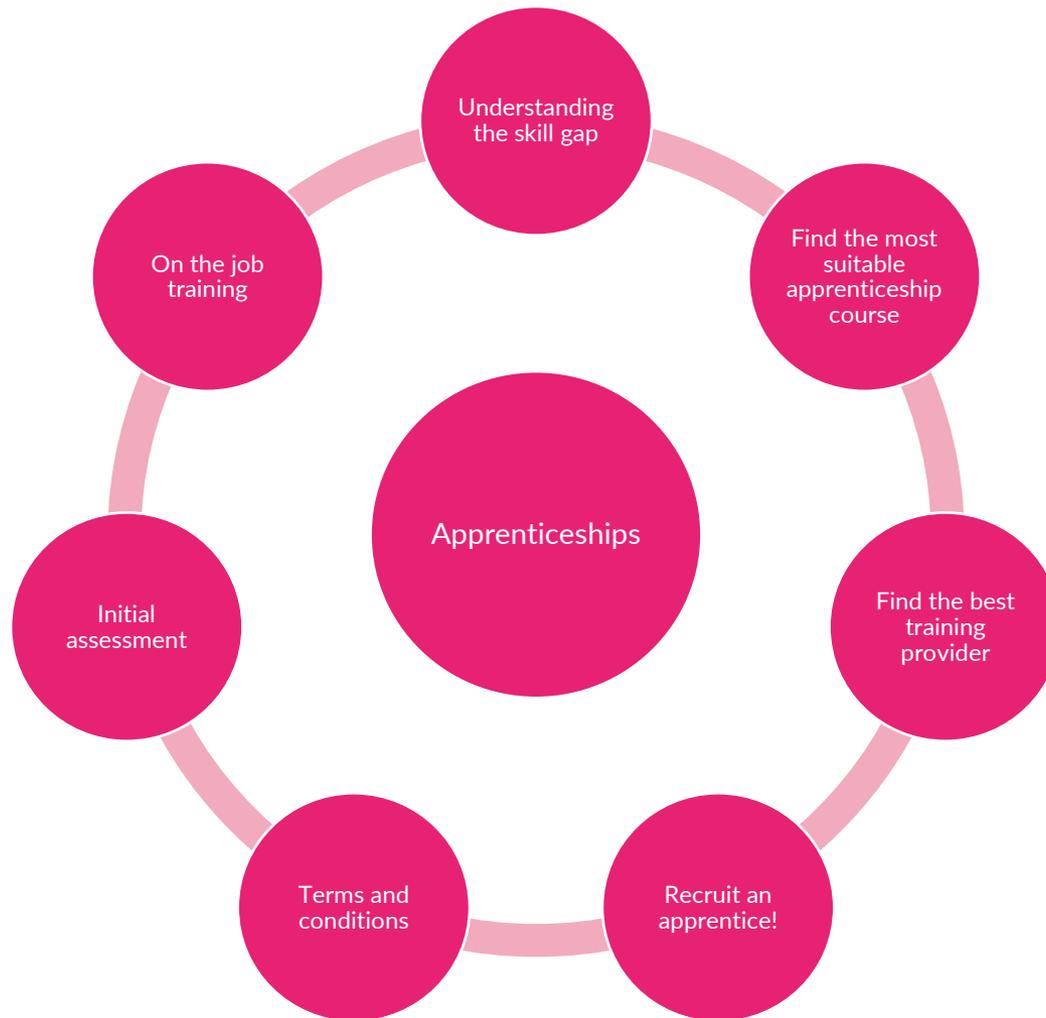




# The apprentice joins your business!

- Initial assessment between employer, training provider and the apprentice
- Identifying whether the individual is already competent in any areas of the apprenticeship occupation standards
- On the job training throughout:
  - Comprehensive induction programme
  - Mentoring/buddy
  - 121s
  - Networking opportunities
  - Performance reviews
  - Mental health and wellbeing support

# Employing an apprentice:

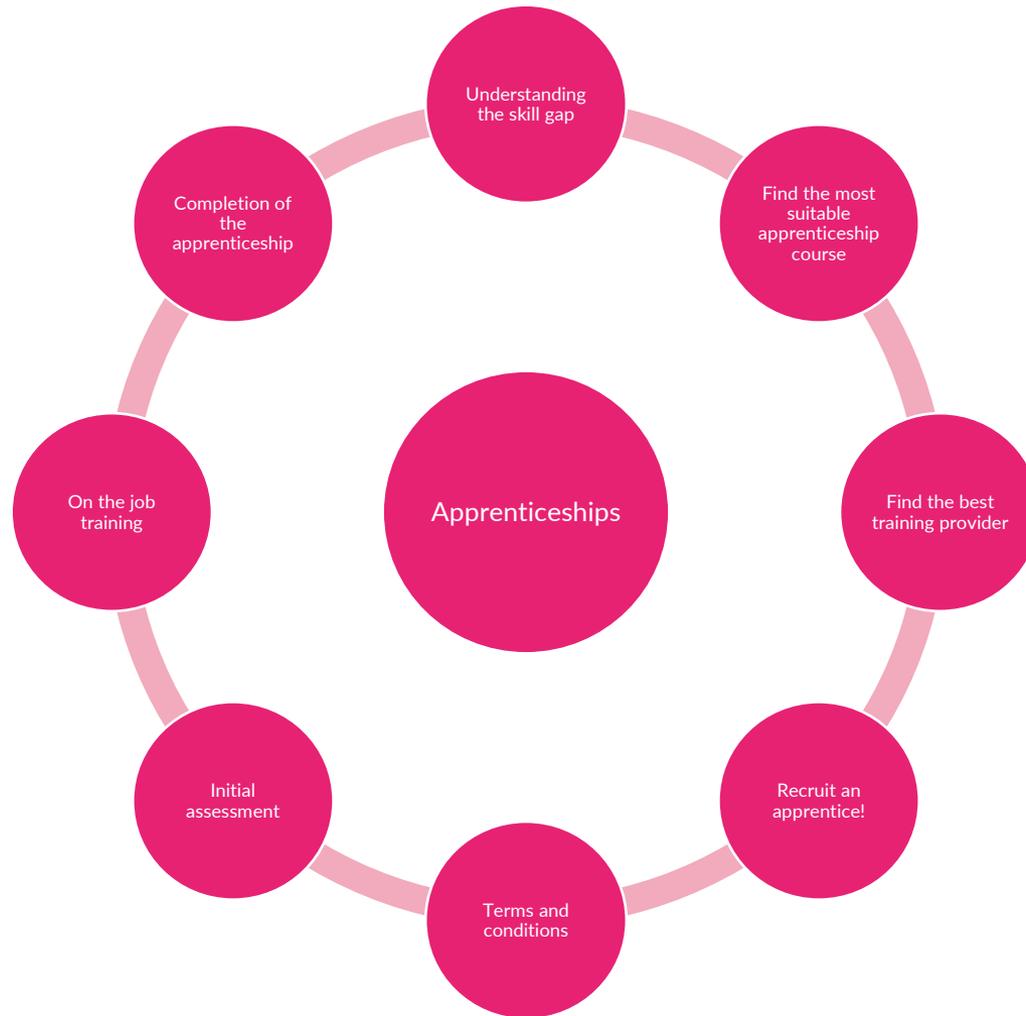




# The apprentice joins your business!

- Throughout the apprenticeship:
  - Comprehensive induction programme
  - Mentoring
  - 121s
  - Networking opportunities
  - Performance reviews
  - Mental health and wellbeing support
- End-point assessment organization for your apprentice
  - Must be completed to demonstrate what they have learnt
  - The end-point organization must be independent from the training provider
  - Find a provider early on in the apprenticeship to give you and the apprentice enough time to prepare for the assessment

# Employing an apprentice:





# Completion of the apprenticeship

- What next?
- Time and effort has been invested in their learning and development
- Can you offer them a position in your business?
- Could you offer them a promotion?
- Could you continue with their formal development and place them on a higher level of apprenticeship?

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# Government funding

- Only employers with a pay bill > £3 million must pay the apprentice levy
- All other employers generally pay 5% towards training costs directly to the training provider and the Government fund the remaining balance
- There are exceptions, where the Government will pay 100% of the training up to the maximum funding band, where:
  - Fewer than 50 are employed
  - The apprentice is aged between 16-18
  - The apprentice is aged between 19 – 24 and has an education, health and care plan provided by the Local Authority, or they have been in care of the LA.



# Government funding

- Employers and training providers could be eligible to receive £1,000 from the Government for each apprentice that is hired who is either:
  - aged between 16 to 18
  - aged between 19 to 24 with an education, health and care plan provided by the local authority or who has been in the care of local authority
- This additional funding can be used for:
  - travel
  - salary
  - uniforms
- The first £500 is paid after 90 days of the apprenticeship start date
- The final £500 is paid after 365 days of the apprenticeship start date

## **APPRENTICESHIPS**

### HR Knowledge Base

#### Templates:

[Template apprenticeship agreement](#)

[Training needs analysis form](#)

[Training authorisation form](#)

[Training and Development Policy](#)

#### Articles:

[Apprentices](#)

[Hot Topic: Apprenticeships – a solution to your recruitment challenges](#)

[How to write a job description](#)

[How to write a person specification](#)

[How to write a job advert](#)

# SKILLS FOR LIFE

## APPRENTICESHIPS

# Further information



### Government information:

[Find apprenticeship training](#)

[Check an Ofsted report](#) (when researching providers)

[Create an apprenticeship service account](#)

[Create an apprenticeship advert](#)

[Find an end-point assessment organisation](#)

[National Apprenticeship Week](#)

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**#NAW2024**

# NATIONAL APPRENTICESHIP WEEK

Monday 5 February

Tuesday 6 February

Wednesday 7 February

Thursday 8 February

Friday 9 February

Saturday 10 – Sunday 11 February

Apprenticeships for all

Employer Tuesday

Apprentice Wednesday

T Level Thursday

Celebration Friday

The National Apprenticeship Week Weekender

**SKILLS**

**FOR LIFE**

**APPRENTICESHIPS**

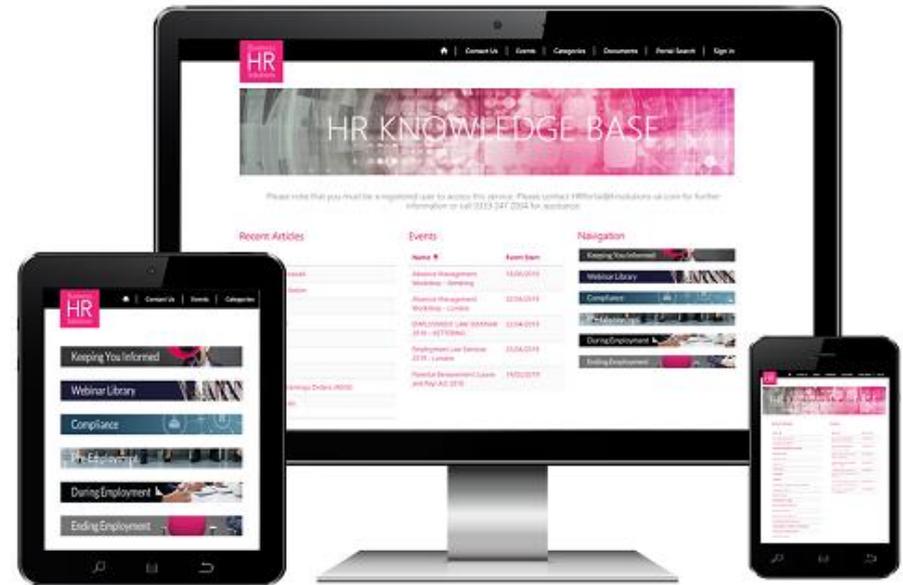




# Our HR Knowledge Base

The HR Knowledge Base is an online HR resource for busy professionals. It makes it easy for thousands of business owners and managers across the UK to manage their teams by giving them access to:

- Template HR documents and policies
- HR articles and guides to keep you fully informed
- HR guidance on a wide range of topics



[www.hrsolutions-uk.com/services/business-hr-solutions](http://www.hrsolutions-uk.com/services/business-hr-solutions)

# Training Courses Management

- Effective Communication Skills
- Leading the Team
- Managing Conflict at Work
- Effective Appraisal Skills
- Managing Performance
- Recruitment and Selection
- Holding Difficult Conversations
- Equality, Diversity & Inclusion
- Managing Grievance
- Managing Disciplinary
- Employment Law
- ILM Level 3
- ILM Level 5



Scan to book training:



# Free Webinars

- **Menopause in the workplace: how to support your employees**  
30 January @ 10am
- **Tools for effective performance management at all levels**  
15 February @ 10am
- **HR Solutions Virtual Employment Law Seminar**  
28 March @ 10am



Scan to register today





# Thank you

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