



AN EMPLOYER'S GUIDE TO

APPRENTICESHIP FUNDING

WHAT YOU'LL LEARN

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APPRENTICESHIP FUNDING

▲
£3m



Companies that spend more than £3 million on their wage bill are levy paying.

▼
£3m



Those with wage bills less than £3 million are called co-investors.

LESS than 50 employees

▼
£3m



Those with wage bills less than £3 million are called co-investors.

MORE than 50 employees

APPRENTICESHIP SERVICE

You will have to access the Apprenticeship Service online to manage apprenticeship training, choose your training provider and to reserve government employer co-investment funding.

CONTRIBUTE 0.5%

of your annual wage bill into the apprenticeship levy

10%

is added back into your Apprenticeship Service account. For every £1 deposited £1.10 will be available to spend on training.

24 MONTHS

Time limit to spend your allowance on recruiting new apprentices or training existing staff.

TRANSFER 25%

of your apprenticeship levy funds to other employers to support their training costs.

FULLY FUNDED

if you recruit or upskill an existing employee aged 16 - 18 years old

95% FUNDED

if you recruit or upskill an existing employee aged 19+, meaning you pay 5% of training costs with the remaining 95% paid for by the Government.

Contribute

5%

of total training costs in monthly installments when you recruit a new apprentice or upskill an existing employee.

Meaning the remaining 95% is paid for by the Government.

PLUS £1,000

Government grant available for any business that recruits a new apprentice aged 16-18 years old and those under 25 with an Education, Health and Care Plan

INFORMATION ABOUT THE APPRENTICESHIP SERVICE

The Apprenticeship Service is designed to help employers access apprenticeships, training providers and funding through an online service account.

It puts employers in control and allows you to access funding for apprenticeship training.

It also allows you to choose the type of apprenticeships you want to run, the number of apprenticeships you take on, and the training provider that suits your needs.

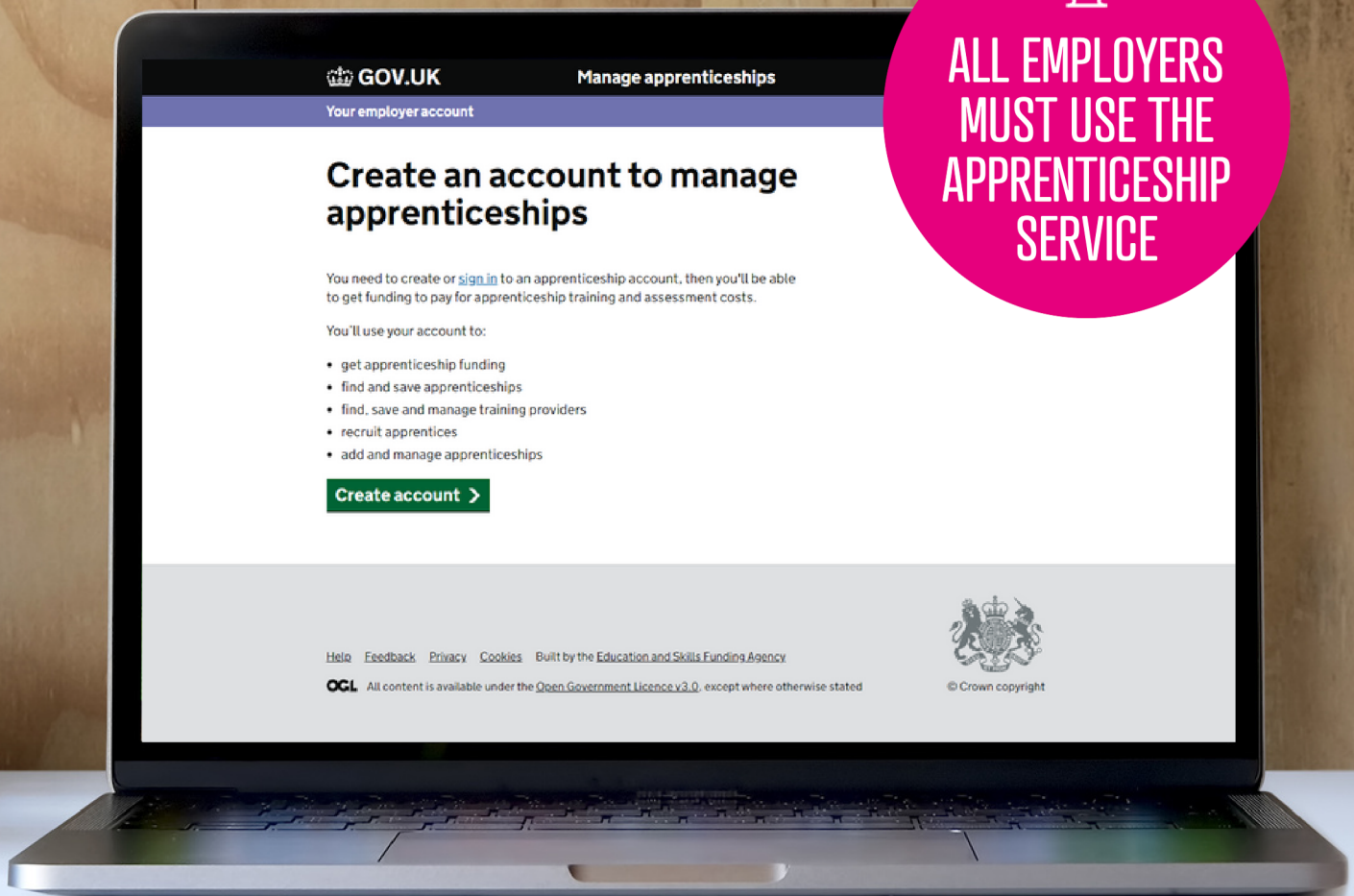
With an Apprenticeship Service account, you'll be able to get funding to pay for apprenticeship training and assessment costs.

You can also;

- Manage training providers
- Search for apprenticeships that match your business needs and save them for later browsing
- Select a suitable apprenticeship standard and end point assessment organisation
- Reserve apprenticeship funding



**ALL EMPLOYERS
MUST USE THE
APPRENTICESHIP
SERVICE**



BENEFITS OF THE APPRENTICESHIP SERVICE

Benefits of the Apprenticeship Service

- ✓ Reserve apprenticeship funding
- ✓ Select a suitable apprenticeship standard and end point assessment organisation
- ✓ Select a suitable provider from the Register of Apprenticeship Training Providers (RoATP) to deliver your training
- ✓ Advertise an apprenticeship vacancy
- ✓ Give real-time feedback on the quality of training provision you receive
- ✓ Have greater control over the amount of funding paid to your training provider on your behalf

Before you set up your account you'll need...

- ✓ Your organisation's Government Gateway user ID and password or HMRC Accounts Office Reference Number
- ✓ You will need to register for HMRC's online services if you don't already have Government Gateway credentials
- ✓ To add Achieve Training as your training provider you'll need our UKPRN number (10005250) to set up Achieve Training (Staffordshire) Limited
- ✓ You can register for an account on <https://accounts.manage-apprenticeships.service.gov.uk/>



Achieve Training can support your business to set up an Apprenticeship Service account.

**Get in touch with a member of our team
on 01782 279121**



IMPROVEMENTS TO APPRENTICESHIPS FOR 2022/23

Over the past 5 years apprenticeships have been transformed into a high-quality skills programme for learners and employers. Employers have created more than 640 standards to meet their skills needs, training is delivered by registered providers which are regularly inspected, and apprentices complete rigorous end-point assessment, so employers know that they are fully competent in their role.

To make it simpler to use for employers, training providers and apprentices themselves. Apprenticeships will be improved from August 2022 with an number of changes.

✓ **Prior learning and experience**

It will simpler for individuals to accelerate their apprenticeship by placing a greater focus on provider assessment of prior learning and experience. By improving how providers take account of this at the start of their apprenticeship through a robust upfront assessment - apprentices will be able to cut out training they do not require and complete their apprenticeship more quickly. This means that they can spend more time in the workplace and will become fully competent sooner, boosting employer productivity and their own earnings potential.

✓ **Off-the-job training**

A consistent baseline for off-the-job training will be introduced, specifying the minimum number of hours that a full-time apprentice must spend in training. This will create a level-playing field among apprentices who are on the same standard but working different hours. This means that apprentices who work more than 30 hours a week will be able to spend more time on the job delivering for employers, while still getting the vital training they need to complete their apprenticeships.

✓ **English and maths requirements**

English and maths requirements are changing for those Level 2 apprentices who start with the lowest level of prior attainment in English and maths. People who start a L2 apprenticeship without L1 English and maths will no longer need to automatically attempt L2 English and Maths tests to complete their apprenticeship. It will mean that thousands of L2 apprentices can focus on securing a L1 English and Maths qualification with only those who are really ready to take the Level 2 tests attempting them.

NATIONAL MINIMUM WAGE

Once you've taken on an apprentice do you know how much to pay them? What is the current national minimum wage for apprentices? The wage changes each year around April time. Here we outline the latest changes for 2022.

23 and over	21 to 22	18 to 20	Under 18	Apprentice
£9.50	£9.18	£6.83	£4.81	£4.81

- the above comes into effect on 1 April 2022

The national minimum wage for apprentices is £4.81 per hour in April 2021 having increased from £4.30.

The minimum apprenticeship wage applies to those aged 16-18, and those aged 19 or over who are in the first year of their apprenticeship.

All other apprentices should be paid the national minimum wage for their age, or more.

Apprentices aged 19 or over who have completed at least one year of their apprenticeship are entitled to the national minimum wage.

This also increasing in April 2022, to £6.83 for 18-20 year olds and £9.18 if you're 21 or over.

There is also something called the "national living wage". This is basically a minimum wage for people aged 23 and over. This is increasing from £8.91 an hour to £9.50 an hour.



**AN APPRENTICE AGED 22
IN THE FIRST YEAR OF
THEIR APPRENTICESHIP IS
ENTITLED TO A MINIMUM
HOURLY RATE OF £4.81.**



**AN APPRENTICE AGED 22
WHO HAS COMPLETED THE
FIRST YEAR OF THEIR
APPRENTICESHIP IS
ENTITLED TO A MINIMUM
HOURLY RATE OF £9.18.**

EMPLOYER RESPONSIBILITIES

You've invested the time to recruit an apprentice and pay the correct wage. Here we share the Top 3 Responsibilities you need to know as an employer when hiring an apprentice.

- 1** There must be a genuine job available with a contract of employment long enough for an apprentice to complete their apprenticeship - minimum one year.
- 2** You must pay an apprentice's wages for the time they are in work, in off-the-job training and doing further study.
- 3** You must ensure you support your apprentice to spend at least 20% of their time on off-the-job training relevant to their apprenticeship.

This could be through webinars, business projects that contribute to their apprenticeship, written assignments or attending training.

Apprentices must have a minimum of 20 days holidays a year

If you have under 50 employees, you are not required to pay National Insurance Contributions for apprentices under the age of 25 on earnings below the higher tax rate of £827 a week (£43,000 a year).

You must treat your apprentice as a member of staff, subject to the same rights and opportunities as the rest of your team, demonstrating good health & safety and equality & diversity

EXPERT KNOWLEDGE & GUIDANCE

We can help you invest in the right training and development for existing and new staff, creating a highly motivated and well-trained workforce.

Our expertise can help to access funding and support to maximise the return on your investment.



1

GROW GREAT PEOPLE

Our team guide you through how to get the training your business needs, providing advice on qualifications, financial support, additional funding, work experience and how to coach and support your apprentices.

2

TRAINING YOU CAN TRUST

Our knowledge can support you with getting the most out of your training funding. All of this means you can continue to focus on your core business, knowing that your training management is under control.

By partnering with us, you are working with a provider formally recognised and listed on the RoTAP (Register of Apprenticeship Training Providers) by the Education & Skills Funding Agency.

3

STRESS-FREE MANAGEMENT

We pride ourselves on working with young people to give them a life learning launchpad. We have work-ready apprentices that are 'skill matched' to apprenticeship vacancies and businesses, making the recruitment process seamless.

Alongside this, our complimentary advertising and recruitment service ensures that your business is working with new apprentices as quickly as possible.

ACHIEVE TRAINING... WE MEAN BUSINESS

We are the leading learning launchpad for quality inspirational training and opportunities. That's because we are an award-winning social enterprise with an enabling environment whose main aim is to build better futures.

The connections and independence gained from being backed by a large community-based group and our experienced staff's expertise make us supportive and agile and form great commercial partnerships.

We are an inspiring place for young people and employers to mutually benefit, with 70% of our learners progressing to full-time employment.

**1**

WE ARE ENABLING AND INSPIRING

We're a 'life launchpad' for young people in a supportive, engaging and enjoyable environment.

2

WE ARE SOLIDLY SAVVY PARTNERS

We are a successful, responsible business, ambitiously innovative since 1982.

3

WE ARE INNATELY PEOPLE-FOCUSSED

As a profit for purpose business, community and putting people first really do come first with us.

4

WE ARE PASSIONATE IMPACT-MAKERS

We have a fiery can-do creative tenacity for positive change, and we will find a way to great.

ACHIEVETRAINING.ORG.UK

READY TO GROW YOUR BUSINESS?

SPEAK TO A MEMBER OF THE TEAM



Contact us online
achievetraining.org.uk/employers



Call us on **01782 279121**
or visit our website to **Live Chat**



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Apprenticeships



Education & Skills
Funding Agency

