



AN EMPLOYERS GUIDE TO

APPRENTICESHIP WAGES

WHAT YOU'LL LEARN FROM THIS GUIDE...

1

THE BENEFITS OF
**RECRUITING
APPRENTICES**

2

THE CURRENT
**NATIONAL
MINIMUM WAGE**

3

INFORMATION ABOUT YOUR
**EMPLOYER
RESPONSIBILITIES**

RECRUITING APPRENTICES

Hiring an apprentice is a productive and effective way for you to grow talent and develop a motivated, skilled and qualified workforce.

Here are our Top 3 benefits of recruiting apprentices.

ONE

Apprentices can develop with your company, progressing onto different levels of apprenticeships from Level 2 up to Level 7.

TWO

Apprentices can provide valuable and professional development opportunities for other employees to either manage or mentor.

THREE

An apprenticeship allows you to diversify and freshen up your workforce and you can employ an apprentice who's aged 16 up to any age and from any background.

86%

of employers said apprenticeships developed skills relevant to their organisation*

90%

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

78%

of employers reported improved productivity from apprentices*

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 tends to change each year around April time. Here we outline the latest changes for 2020.

25 and over	21 to 24	18 to 20	Under 18	Apprentice
£8.72	£8.20	£6.45	£4.55	£4.15

- the above comes into effect on 1 April 2020

Currently, the national minimum wage for apprentices is £3.90 per hour but this is increasing to £4.15 per hour in April 2020.

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 2020, to £6.45 for 18-20 year olds and £8.20 if you're 21 or over.

There is also something called the "national living wage". This is basically a minimum wage for people aged 25 and over. This is increasing from £8.21 an hour to £8.72 an hour.

FOR EXAMPLE...



AN APPRENTICE AGED 22 IN THE FIRST YEAR OF THEIR APPRENTICESHIP IS ENTITLED TO A MINIMUM HOURLY RATE OF £4.15.

FOR EXAMPLE...



AN APPRENTICE AGED 22 WHO HAS COMPLETED THE FIRST YEAR OF THEIR APPRENTICESHIP IS ENTITLED TO A MINIMUM HOURLY RATE OF £8.20.

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.

Apprentices must have a minimum of 20 days holidays a 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.

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).

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.

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 AND GUIDANCE

PM Training are experts in delivering apprenticeships and a dedicated Account Manager will provide your business with advice and guidance to help you manage, implement and maximise your apprenticeship training.

That is our promise to you.



1

TRAINING NEEDS ANALYSIS

Our team can create a robust plan and 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.

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

2

TRUSTED APPRENTICESHIP DELIVERY

By partnering with PM Training 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

COMPLIMENTARY RECRUITMENT SERVICE

We pride ourselves on working with young people to enhance skills and get them work ready. Across our training centres 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.

READY TO GROW YOUR BUSINESS?

**SPEAK TO A MEMBER
OF THE TEAM**



Contact us online
pmtraining.org.uk



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



pm
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