



A SMALL EMPLOYERS GUIDE TO
APPRENTICESHIP
FUNDING

WHAT YOU'LL LEARN FROM THIS GUIDE...

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INFORMATION ABOUT
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2

AN UNDERSTANDING OF
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FUNDING**

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INFORMATION ABOUT THE
**APPRENTICESHIP
SERVICE**

APPRENTICESHIP CHANGES FOR SMEs

From January 2020 the Apprenticeship Service is available to SMEs.

You'll be able to have greater control over who you choose for your apprenticeship training and for the first time, as a non-levy employer, you'll be able to manage your training through the Apprenticeship Service.

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

Additional funding available

From January 2020 new apprenticeship starts will be funded from an additional budget that has been made available to support the opening of the Apprenticeship Service to SMEs.

The additional budget can only be used to fund the new, employer-designed apprenticeship standards (not frameworks).

What does this mean?

You'll need to create an account if you don't already have one. But don't worry, our team can support you through the process.

From Autumn 2020, it is proposed that all apprenticeship starts will be through the Apprenticeship Service.

UNDERSTANDING APPRENTICESHIP FUNDING

The below diagram shows the different funding and incentives available depending on your business size when recruiting apprentices or upskilling staff.



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



Those with wage bills less than £3 million are called co-investors.
<< less than 50 employees <<



Those with wage bills less than £3 million are called co-investors.
>> more than 50 employees >>

Contribute
0.5%
of your annual wage bill into the apprenticeship levy

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

Contribute
5%
of total training costs in monthly installments when you recruit a new apprentice or upskill an existing employee.

10%
is added back into your Apprenticeship Service account. For every £1 deposited £1.10 will be available to spend on training.

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.

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

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

NIC
National insurance tax break which includes the removal of secondary Class 1 (employer) NIC on earnings for apprentices aged 16 -24 years old

TRANSFER 25%
of your apprenticeship levy funds to other employers to support their training costs.

APPRENTICESHIP SERVICE
From January 2020, you will have access to the Apprenticeship Service to manage your apprenticeship training, choose your training provider and to reserve government employer co-investment funding.

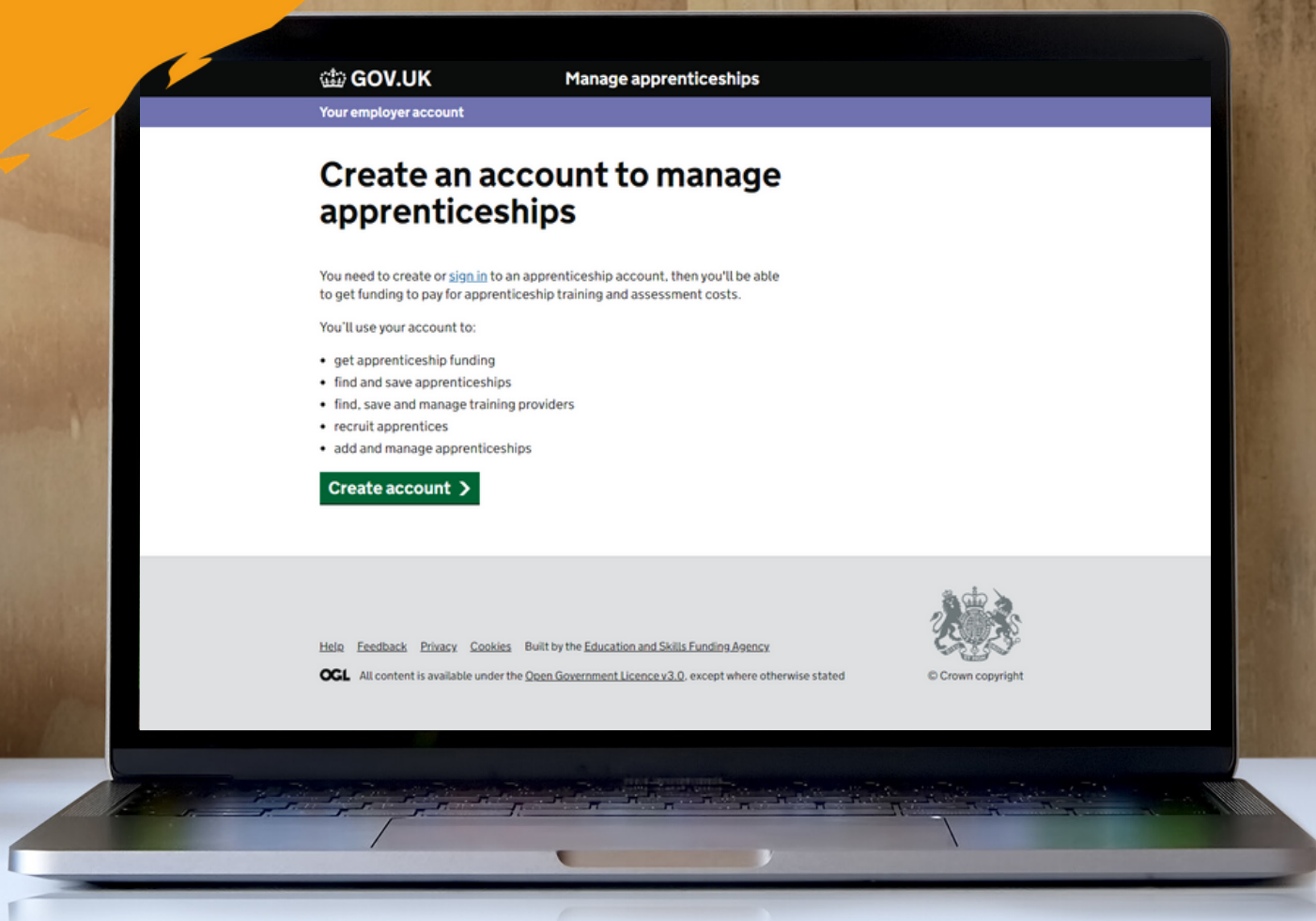
£1000 INCENTIVE
grant available for any business that recruits an apprentice aged 16-18 years old

INFORMATION ABOUT THE APPRENTICESHIP SERVICE

The Apprenticeship Service is designed to help employers access new apprenticeship standards, training providers and funding for apprenticeships 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.

EXPERT
ADVICE AND GUIDANCE
IS AVAILABLE FROM OUR
TEAM



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 PM Training as your training provider you'll need our UKPRN number (10005250) to set up Project Management (Staffordshire) Limited
- ✓ You can register for an account on <https://accounts.manage-apprenticeships.service.gov.uk/>

PM Training can support your business to set up an Apprenticeship Service account. Get in touch with a member of our team on 01782 279121

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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