

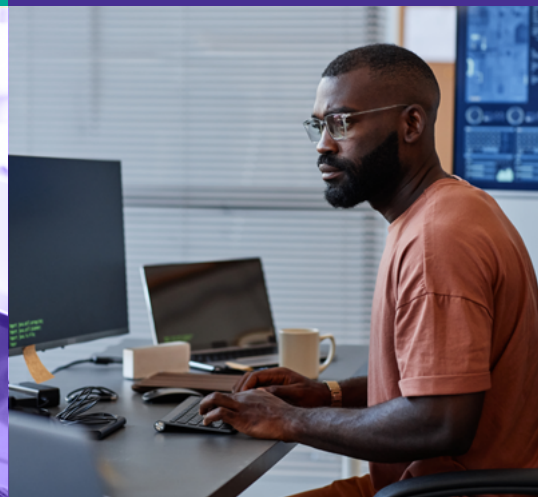
B&FC FOR BUSINESS

Blackpool and The Fylde College

★ RATEMYAPPRENTICESHIP

BEST 50 TRAINING PROVIDERS

2022-2023



EMPLOYER GUIDE TO APPRENTICESHIPS

**DEVELOPING
PEOPLE.
DRIVING
SUCCESS.
SINCE 1892.**



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BAE SYSTEMS



***WORKING WITH OVER
1,800 PARTNER EMPLOYERS
NATIONWIDE.***



WHY CHOOSE BLACKPOOL AND THE FYLDE COLLEGE AS YOUR TRAINING PROVIDER?

Blackpool and The Fylde College has a reputation for excellence in professional and technical education, supported by talented staff, a passion for learning, outstanding resources and commitment to student support and employer engagement.

As an organisation, we are very proud of the fact that we rank in the top 7% of further education colleges in England, but we're even prouder of the achievements of our students and apprentices, and our amazing team who help to make them happen.

We are committed to the continuous improvement of our own employees who regularly undertake training and development to ensure their skills remain at the leading edge in our sector so that we can continue to deliver the high quality of service our employer partners have come to expect.

As a result of the close working relationships and long-established links we have developed with both local, regional and national businesses, the apprenticeship portfolio we offer is closely aligned to the skills we know each industry sector needs both today and moving forward. Our co-created apprenticeship programmes ensure that apprentices emerge with the skills, knowledge and behaviours that their employers need for succession planning within their own organisation.

The apprenticeship portfolio at B&FC embraces standards from Level 2 through to Level 6.



"When you work with Blackpool and The Fylde College you are supported with passion and professionalism at every stage. Our learners consistently report positively on their experiences with the College and its tutors, and as a business we have an excellent working relationship."

BLACKPOOL TRANSPORT

IF YOU CHOOSE US AS YOUR TRAINING PROVIDER, YOU WILL RECEIVE:

A DEDICATED ACCOUNT
MANAGER

A TRAINING NEEDS
ANALYSIS

IF APPROPRIATE, HELP
TO ADVERTISE YOUR
VACANCIES

IF APPROPRIATE,
HELP TO PRE-SCREEN
AND SHORTLIST
CANDIDATES
BASED ON YOUR
SPECIFICATIONS

ADVICE AND SUPPORT
ON THE COMPLETION
OF ONBOARDING
PAPERWORK
AND FUNDING
APPLICATIONS

A DEDICATED SKILLS
COACH WHO WILL
SUPPORT BOTH YOU
AND YOUR APPRENTICE
THROUGHOUT THEIR
APPRENTICESHIP
PROGRAMME

For full details of the apprenticeship programmes B&FC offers, please refer to our website: [HERE](#)

WHAT IS AN APPRENTICESHIP?

- + An apprenticeship is a paid employment with an accompanying skills development and assessment 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 mix of assessments in the workplace, formal off-the-job training, and the opportunity to practise new skills in a real work environment.
- + An apprenticeship includes an End Point Assessment (EPA) which is undertaken at the end of the programme to prove the apprentice can carry out all aspects of their role.
- + Apprenticeships provide you as an employer with a cost-effective means of delivering industry training to both new and existing employees.

WHO ARE THEY FOR?

- + Individuals over the age of 16, spending at least 50% of their working hours in England over the duration of their apprenticeship and not in full-time education.
- + Employers can offer apprenticeships to new employees or use them to grow talent amongst current employees.
- + Apprenticeships equip individuals with the necessary knowledge, skills, and behaviours they need in specific job roles, future employment and progression.





DURATION:

- ✦ Apprenticeships must last for at least a year. They can last up to 5 years depending on the level and the needs of the employer/apprentice.

SALARIES:

- ✦ Every apprentice must be an employee on the first day of their apprenticeship and be paid a lawful wage for the time they are in work and in off-the-job training.
- ✦ The National Minimum Wage for apprentices can be found on the gov.uk website - [here](https://www.gov.uk/national-minimum-wage)
- ✦ The apprentice wage is payable to those apprentices who are aged 16-18 and those aged 19 or over who are in their first year. All other apprentices are entitled to the National Minimum Wage for their age, after completing 12 months of apprenticeship training.

LEVELS:

- ✦ Apprenticeship programmes are designed to complement different career pathways, providing training and qualifications from GCSE level right up to degree level.



WHAT DOES AN APPRENTICESHIP INVOLVE?

Each apprenticeship is based on an Apprenticeship Standard which is set by industry, by employers for employers and is approved by the Institute for Apprenticeships and Technical Education. Apprenticeship Standards contain a list of knowledge, skills and behaviours that demonstrate competence in a particular occupation.

An End Point Assessment (EPA), whereby the apprentice is assessed at the end of their apprenticeship against the Standard to prove that they can carry out all aspects of their job efficiently and to the required level of competency.

Apprenticeship on-programme learning may include a formal qualification plus.

- + English, Maths and Digital Skills
- + Off-the-Job Training
- + Personal Development Curriculum
- + Gateway Assessment
- + End Point Assessment (EPA)

English, Maths and Digital Skills - If English and / or maths qualifications have not already been achieved, the apprentice will study an English and or maths Functional Skill qualification as part of their programme. If the required level for English and maths has already been achieved, then the apprentice will continue to develop their English, maths, and digital skills throughout the duration of their apprenticeship.

Off-the-Job Training - OTJ training refers to anything in the workplace that is new to the apprentice, which develops the knowledge, skills and behaviours required for the agreed apprenticeship programme, as well as transferable skills to manage new situations, problems, or equipment.

OTJ training may be undertaken in a variety of ways, for example: as part of every day; for one day per week; for one week out of every five; or a proportion at the beginning, middle or end of the apprenticeship programme. Therefore an “off-the-job” training plan will be agreed with the apprentice, employer and training provider, detailing the volume of planned training hours. It will cover at least the minimum requirement and will detail how the off the job training will be delivered whilst the apprentice is on programme. (For calculation purposes this is an average of 6 hours per week, for those apprentices working 30 hours per week or more). The agreed plan will be dependent on programme delivery, and the needs of the employer.

As the delivery of the apprenticeship content can be flexible, it's up to you as the employer and your provider to decide at what point during the apprenticeship the training is best delivered provided that some active learning takes place every 4 weeks.

“ OFF THE JOB” LEARNING EXAMPLES

Classroom session / lectures

Masterclasses

Coaching

Independent research

In house training

Shadowing

Mentoring

Apprentice supervision meetings with employer

Writing assignments

Online learning

Role play

Team Meetings that include training

Completion of reflective journal



Personal Development Curriculum - PDC is a co-curriculum delivered by the College which provides apprentices with an overarching framework of skills, knowledge and behaviours which aligns to the needs of local, regional, and national employers. It is designed to help apprentices develop the power skills which are necessary in any employment and which will positively impact both the working and day-to-day life of the apprentice. During the apprenticeship programme, the apprentice will undertake monthly themed learning content, which will linked back to the knowledge, skills, and behaviours in their apprenticeship standard. The completion of this learning content will be reviewed and discussed at the tri-partite Progress Review meetings.

Gateway - Is the door between the two core stages of the apprenticeship, the 'on-programme training' and the 'end-point assessment'. The apprentice will pass through the Gateway when they have met all the knowledge, skills, and behaviours appropriate to their apprenticeship programme and are performing consistently at (or above) the level of competence expected for their occupation as listed within the apprenticeship. At the Gateway, all parties (apprentice, employer and skills coach, on behalf of B&FC) will confirm that the apprentice is now competent in the occupation and is ready to demonstrate this during the end-point assessment.

End Point Assessment - The assessment is carried out by an external organisation and is independent of the employer and the College. In most cases, the End Point Assessment will be graded. To achieve the apprenticeship, the apprentice will need to participate in the End Point Assessment. The methods of assessments vary from standard to standard and you and your apprentice will be advised of what will be expected of them during the End Point Assessment.





BENEFITS OF AN APPRENTICESHIP TO YOUR BUSINESS

COST-EFFECTIVE RECRUITMENT OF NEW TALENT

Apprenticeships provide the opportunity to bring in new talent and fresh thinking to your business. Not only does this allow you to plug skills gaps in your organisation but also to shape the apprentice's learning in such a way that it aligns with your individual working practices and the wider needs of the business.

UPSKILL AND/OR RESKILL OF EXISTING EMPLOYEES

Apprenticeships are available to any learner aged 16+ and are offered at Level 2 right through to degree programmes. This makes them an ideal way to develop existing employees at any level in your organisation.

IMPROVED STAFF RETENTION

Investing in the development of your employees results in a more motivated and ambitious workforce, which in turn helps to improve staff retention and maintain business stability.

INCREASED QUALITY AND PRODUCTIVITY

Employers who have an established apprenticeship programme report that productivity in their workplace had improved by 76%, whilst 75% report that apprenticeships improved the quality of their product or service.

"Aiden joined The Vella Group in September 2021 as a Multi Skilled (Accident Repair Technician). He had no previous experience, but he had done his research and knew exactly what he wanted to do. I could see in his interview that he had that Ambition to do well. He has a definite passion for his work and is a great role model for The Vella Group Ltd and for anyone coming into our industry. Well done, Aiden!"

ALLAN WAREING,
TECHNICAL TRAINER AT THE VELLA GROUP





YOUR RESPONSIBILITIES AS AN EMPLOYER ARE TO:

- + Provide a genuine job with a detailed job description, which will help the apprentice gain the required knowledge, skills, and behaviours they need to achieve the apprenticeship.
- + Provide the apprentice with a contract of employment which is long enough for an apprentice to complete their apprenticeship.
- + Pay the apprentice the appropriate wage.
- + Provide the apprentice with a full induction, including health and safety and the provision of any personal protective equipment required for the job role.
- + Provide training in the workplace to help the apprentice build their practical skills and experience whilst onsite.
- + Allow apprentices to complete off-the-job activities which allows them to develop the knowledge, skills and behaviours required for the agreed apprenticeship programme, as well as transferable skills to manage new situations, problems and/or equipment.
- + Assign a workplace mentor to the apprentice.
- + Attend tripartite Progress Review Meetings, with the apprentice and B&FC Skills Coach.





NEXT STEPS

WHAT TO DO NOW IF YOU'VE DECIDED AN APPRENTICE IS RIGHT FOR YOUR BUSINESS

1

Get in touch for a free, no-obligation discussion to explore how B&FC for Business can partner you in an apprenticeship

- + Call 01253 504343 (Monday to Friday, 9am to 5pm)
- + Email business@blackpool.ac.uk

2

Decide on an apprenticeship programme and level

B&FC can provide guidance and support to meet your needs dependent on whether it's a new job role and/or to develop an existing employee.

3

Determine what funding is available towards your apprentices' training costs, dependent on whether you are:

- + **Levy Employer:** employers with a pay bill over £3million each year.
- + **Non-Levy Employer:** annual wage bill is less than £3 million.

B&FC can provide the appropriate support and guidance to ensure you gain the maximum funding help available.

(Refer to FAQs for more information on Levy and Non-Levy Employers and the impact on you)

4

Review what other employer incentives are available.

Our experienced account managers will work with you to make sure that you take advantage of any additional funding opportunities available.



5

Set up your Apprenticeship Service Account and manage your apprenticeship. www.gov.uk

All new apprentice starts with both levy and non-levy paying employers must be funded through the Apprenticeship Service. An employer who does not pay the levy can reserve funds using the apprenticeship service or receive a levy transfer to access apprenticeship funding

B&FC can provide the appropriate support and guidance to navigate the process.

Helpful links to the Apprenticeship Service Account include:

- + What is the Apprenticeship Service - [HERE](#)
- + Registering an account on the Apprentice Service – [HERE](#)
- + B&FC guide on how to set up your Apprenticeship Service Account – [HERE](#)
- + Adding users, PAYE schemes and organisations to an account - [HERE](#)
- + Reserving apprenticeship funds - [HERE](#)
- + Adding an apprentice to an account - [HERE](#)

(Refer to FAQs for more information about the Apprenticeship Service)

6

Advertise and recruit your apprentice if this is a new job role which is not being offered to an existing employee .

B&FC can support and guide you through this process.

7

Complete all due diligence – Apprenticeship Agreement.

B&FC can guide and support you through this process.

8

Support and watch your apprentice develop their knowledge, skills and behaviours as they embark on their learning journey.



If you're still undecided on whether an apprenticeship is right for your business please get in touch with B&FC for Business to discuss your concerns and to get support with any other training needs you may have.

01253 504343

*(Monday to Friday,
9am to 5pm) or email
business@blackpool.ac.uk*

FAQs

WHAT IS MEANT BY THE TERM 'LEVY EMPLOYER'?

The apprenticeship levy is a tax on UK employers with a pay bill over £3 million each year. It is charged at 0.5% of an employer's annual pay bill. Levy payments are made monthly to HMRC through the PAYE process and held in an Apprenticeship Service account. They can only be spent on apprenticeships for new and existing staff.

An employers' pay bill is made up of the total amount of the employees' earnings that are subject to Class 1 National Insurance contributions, such as:

- + Wages
- + Bonuses
- + Commissions
- + Pension Contributions

I AM A LEVY EMPLOYER, WHAT CAN I SPEND MY LEVY FUNDS ON?

Employers can only spend their levy funds on apprenticeship training in England.

I AM A LEVY EMPLOYER. WHAT IF I DON'T WANT TO EMPLOY APPRENTICES? DO I GET MY MONEY BACK?

Use it or lose it! If you don't use the money in your digital account within 2 years, your money will become available for other companies to spend.

CAN I GIVE ANY OF MY LEVY MONEY TO MY SUPPLY CHAIN?

Yes, you can give 25% of your levy money to your supply chain to use on Apprenticeships.

WHAT IF I USE UP MY LEVY FUNDING?

If your funds aren't enough to cover the full cost of the apprenticeship training and assessment you want to invest in, then the government will provide support to meet the additional costs, using the same rate of co-investment as for employers who don't pay the levy (employer pays 5%, government pays 95%).



WHAT IS MEANT BY THE TERM 'NON-LEVY EMPLOYER'?

If your annual wage bill is less than £3million, you are a non-levy employer. This means you do not have to pay into the apprenticeship levy and will instead be eligible for funding from the government towards apprenticeship training costs.

Non-levy employers are eligible for 95-100% apprenticeship funding from the government.

Non-levy employers can get 95% of their apprenticeship training fees funded by the government if:

- + They have an annual wage bill below £3 million
- + They have over 50 employees and hire an apprentice aged 16+

OR

- + They have fewer than 50 employees and hire an apprentice aged 19+.

Non-levy employers can get 100% of their apprenticeship training fees funded by the government if:

- + They have an annual wage bill below £3 million
- + They have fewer than 50 employees and hire an apprentice aged 16-18.

CAN I USE MY FUNDING ON OTHER THINGS BESIDES APPRENTICESHIPS?

Funds can only be spent with registered training providers and only on the actual apprenticeship training. It cannot be used to pay for costs such as salaries, travel or additional internal training.

HOW CAN I SEE WHAT APPRENTICESHIP STANDARDS ARE APPROVED FOR DELIVERY?

Visit www.instituteforapprenticeships.org



WHAT IS THE APPRENTICESHIP SERVICE?

Employers can plan and manage their apprenticeship programme using the Apprenticeship Service which gives them greater control over their apprenticeships and account funds.

The Apprenticeship Service is made up of the following:

- + **Estimate my apprenticeship funding** allows employers to calculate whether they will pay the apprenticeship levy or not, and how much they will have available to spend on apprenticeships. It also shows how much the government will contribute towards the cost of training. [HERE](#)
- + **Find apprenticeships training** gives employers to digest information on choices available to them. They can easily search for and find an apprenticeship standard, training provider and compare one provider with another. [HERE](#)
- + **Recruit an apprentice** is a platform through which training providers can post vacancies and manage applications for apprenticeships and pre-apprenticeships. [HERE](#)
- + **Find an apprenticeship** and **Find a pre-apprenticeship** are the recruitment sites that enable employers to advertise their vacancies for free and find candidates who match their criteria [HERE](#)

DO I HAVE TO USE THE APPRENTICESHIP SERVICE TO MANAGE MY APPRENTICESHIP?

All new apprentice starts with both levy and non-levy paying employers must be funded through the Apprenticeship Service. An employer who does not pay the levy can reserve funds using the Apprenticeship Service or receive a levy transfer to access apprenticeship funding.

Employers who are planning to use reserved funds to fund an apprentice, must reserve funds in advance of recruitment or of an offer of an apprenticeship being made to an existing employee.

Reservations will expire if they are not used within 3 months of the start date detailed within the reservation. If the reservation expires before the apprentice starts, the employer must make a new reservation.

Employers are responsible for recording and/or approving the required details of the apprenticeship in their account. Employers can give the provider permission to enter the information (via their provider account) on their behalf. However, employers will need to authorise the apprentice details to release funding. Providers must not have access to an employer's Apprenticeship Service account, unless operating as an employer-provider. B&FC will be able to support and guide you through this process.



WHAT DOES THE TERM 'RESERVE FUNDS' MEAN?

By reserving funds an employer can not only plan, but it means funds will be available for the training from the point the apprenticeship starts. Once you have confirmed B&FC as your training provider, and apprentice, you must then turn the reservation into a commitment.

B&FC can support and guide you through this process.

HOW MUCH WILL AN APPRENTICESHIP COST ME? AND WHAT INCENTIVES ARE AVAILABLE TO ME?

Each apprenticeship has been placed into one of 30 funding bands ranging from £1,500 to £27,000. These bands determine the maximum amount that can be spent on each apprenticeship.

Your B&FC for Business account manager will work with you to determine any other incentives available to you.

Examples include:

- + **£1,000 Incentive** - All employers will receive an incentive payment of £1,000 for employing a 16–18-year-old or for an apprentice, aged 19-24, with an Education, Health, and Care Plan (EHC).
- + **Under 50 employees** - If you have less than 50 employees and you employ an apprentice aged 16-18 years old or aged 19-24 with an EHC, then the apprenticeship is fully funded by the government.
- + **Employers are not required to pay National Insurance Contributions** for apprentices under the age of 25 on earnings below the higher tax rate of £817 a week (£43,000 a year).

ARE THERE ANY AGE RESTRICTIONS FOR AN APPRENTICE?

Apprenticeships are available to anyone over the age of 16. Dependent on the age of the apprentice, there may be different funding and incentives available.

CAN A GRADUATE START AN APPRENTICESHIP?

Yes, if the apprenticeship is in a different subject area to their degree.

HOW OFTEN DO APPRENTICES ATTEND COLLEGE OR TRAINING SESSIONS?

This varies from programme to programme. B&FC can provide detailed information on request.



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CONTACT US

If you would like more information on apprenticeships, commercial programmes, placements or just want some further clarity around training, contact B&FC for Business who will assign an experienced Client Relationship Manager to support your needs.

Tel: **01253 504343**

Email: **business@blackpool.ac.uk**

