

WORKFORCE FOR THE FUTURE - INSPIRING

APPRENTICESHIP GUIDE FOR SMES



What is an Apprentice?

Anyone you decide needs funded training and support to do a job you need in your business.

This could be:

- **A new recruit** - let them bring new skills, fresh ideas, energy and diverse perspectives.
- **An existing staff member** - develop your workforce to help them grow in capability and productivity by learning new skills and applying it straight back into your business.

Why not both? There's no limit but consider a planned approach and grow your apprenticeship program to make it a fully embedded training route for your company.

What do I need to start?

- **A great place to work** - what do your current employees say about your business? Would they recommend you?
- **A job role and associated wage**
- **A mentor** - someone who can support the apprentice to help them get off to a positive start.

- **Opportunities** - to get involved and grow. How will an apprentice learn about your business?

- **Time** - to develop through formal learning with their training provider so they can gain a qualification.

Be mentor minded; for a young person this is a formative experience, show them what good looks like. Be the person you needed when you were starting out, ask someone in the business to provide the apprentice with regular support and check-in's, this doesn't have to be their line manager.

What support will I receive?

Your business will benefit from the support of a Training Provider to partner with, they will take care of all the administration around onboarding your apprentice onto the learning part of the programme and provide the academic portion of the apprenticeship.

In return your business supports the apprentice to do their job well by providing opportunities to practice and develop their skills through a variety of workplace activities and provide time for study.

What funding am I eligible for?

The size of your business will dictate where the funding comes from:

- 100% funded from your Levy Account if your payroll is over £3 million.
- 100% funded if you are a non-Levy payer, have fewer than 50 employees and your apprentice is aged 16 to 18 (or 19 to 24 with an education, health and care plan or a recent care leaver).
- 95% funded by government for non-Levy payers whose apprentices are over 18 (or over 24 if they have an EHCP).
- New Levy pooling initiatives can cover the remaining 5%.

* funding only available if the apprentice does not have the same / similar qualification at the same / higher level.

Other good stuff you should know about!

- Take on an apprentice aged 16 to 18 years old and you'll receive £1,000 (also payable for apprentices under 25 with an education, health and care plan or has been in the care of their local authority).
- If you hire an apprentice April - September 2021, you will receive £3,000 per apprentice regardless of age.
- National Insurance contributions are also covered for under 25's by the government during an apprentice's training.

The ROI of getting involved with apprenticeships

- Create a learning and growth mindset culture.
- Grow your own talent pipeline.
- Empower your team to do their best for your business.
- Improve loyalty and employee retention.
- Communicate your Employer Brand and Values.
- Recognition through your local apprenticeship network which feed into national recognition competitions.
- Pledge as part of your corporate social responsibility.
- Ripples: paying it forward has profound bounce back, often in unexpected ways!

How can we help?

Business West can help by providing free impartial workforce development planning, this will help put the strategies in place to ensure your workforce is fit for the future. You'll also gain access to a suite of online tools and resources to support you on your apprenticeship journey. We'll connect you with local and national training providers to make it easy for you to gain all apprenticeship support you need. Get in touch with our expert skills team today.



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