



TEES VALLEY
LEARNING PROVIDER NETWORK

Tees Valley
Unlimited



AN EMPLOYER'S GUIDE TO APPRENTICESHIPS



www.tvwbl.net

WELCOME TO THE EMPLOYER'S GUIDE

This simple guide offers general information on Apprenticeships, how they work and what the benefits are of taking on an Apprentice.

ABOUT APPRENTICESHIPS

Apprenticeships are work-based training programmes allowing young people and adult learners to earn a wage whilst gaining a nationally recognised qualification and learning job specific skills.

THERE ARE THREE LEVELS OF APPRENTICESHIPS

- **Intermediate** - equivalent to 5 GCSE passes
- **Advanced** - equivalent to 2 A level passes
- **Higher** - can lead to NVQ level 4 and above, or a foundation degree

Depending on the sector and job role, an Apprenticeship can take anything between 12 months and 4 years to complete.



Hiring an Apprentice can help your business to grow their own talent by developing a motivated, skilled and qualified workforce.



KEY BENEFITS OF EMPLOYING AN APPRENTICE

- Motivated & skilled workforce
- Cost effective
- Lower recruitment costs
- Build skills within your business
- Improve profitability
- Increased employee satisfaction

“Response from staff has been exceptionally positive, they enjoy their training and see appreciable value in gaining a qualification which will help them to progress within their career.”

**Colin Ellison, SEO Co-ordinator,
Durham County Council**

APPRENTICESHIP FRAMEWORK

An Apprenticeship framework is made up of three main strands:-

- **Competence element** – NVQ/QCF
 - allows an Apprentice to gain a nationally recognised qualification and gain skills needed to do the job
- **Technical element** – Technical Certificate
 - a technical certificate is a knowledge based qualification
- **A skills element** – Functional skills
 - Maths, English or ICT

The three strands are sometimes accompanied by additional qualifications to give the most relevant skills and knowledge required for an Apprentice within the job role.

“100% of managers surveyed said they have seen a noticeable increase in competency, confidence, ability to use own initiative and listening skills since their Apprentices started training.” South Tees NHS Trust

HOW DOES IT WORK?

A training organisation/college will support an employer to:

- Identify the Apprenticeship that fits your business requirements
- Help to recruit an Apprentice
- Develop a training plan which reflects the Apprentice and employer requirements
- Support the delivery of the training programme, carry out assessments and deliver training

RESPONSIBILITIES OF THE EMPLOYER

- Minimum of 30 hours a week paid employment
- Responsible for paying an Apprentice a wage (at least the national minimum wage for an Apprentice £2.73) increasing to £3.30 from October 2015
- Provide an induction and training
- Provide Apprentices with the same benefits as other employees
- Provide a contract of employment
- Allow time for off-the job training
- An Apprenticeship agreement must be signed between Apprentice and employer
- Support an Apprentice with on-the-job training
- Be involved in reviewing the progress of an Apprentice
- Ensure all Health and Safety regulations are in place – Employer Liability Insurance



“The Apprentices have helped with developing marketing strategies using social networks, which has developed the way we communicate with customers.”

Chris Kemp, Middlesbrough Community Learning Manager

AGE GRANT

(APPRENTICESHIP GRANT FOR EMPLOYERS)

You may be eligible for a grant worth up to £1,500 if:

- you are a small to medium sized employer (employing less than 50 employees)
- your Apprentice is aged 16-24
- you have not employed an Apprentice in the last 12 months

The Apprenticeship Grant has been developed to support business growth by offering young people employment through Apprenticeships.

For more information visit www.gov.uk/government/collections/apprenticeship-grant-for-employers-of-16-to-24-year-olds#employers or call the National Apprenticeship Service on **08000 150 600** or alternatively contact your local Training Provider.

“We decided we should bring in Apprentices who can work alongside our experienced employees to help replace the skills set, which we will be losing.”

Nigel Walker, General Manager of Roseworth Groundworkers, Stockton

TRAINEESHIPS

What is a Traineeship?

Traineeships prepare young people for their future careers by helping them to become ‘work ready’.

They provide essential work preparation training, English and Maths skills and work experience they require to get an Apprenticeship or to progress to further learning.

Employers are not required to pay the young person but may support learners with expenses such as transport and meals.

Traineeships are very flexible and tailored to the needs of the employer and the individual.

For more information regarding Traineeships go to www.greatbusiness.gov.uk/traineeships

HOW TO RECRUIT AN APPRENTICE

The National Apprenticeship Service is available to support employers, for further information visit www.greatbusiness.gov.uk/tag/apprenticeships or call **08000 150 600**. Alternatively contact a local Training Provider listed below:

TRAINING PROVIDER	WEB ADDRESS	PHONE
A4e	www.a4e.co.uk	01642 603 663
Actions Ltd	No website	01642 606 122
Askham Bryan College	www.askham-bryan.ac.uk	01287 633 870
Avanta	www.avanta.uk.com	07872 503 111
Bishop Auckland College	www.bacoll.ac.uk	01388 443 000
BL Hairdressing Training	www.blhairdressing.co.uk	01642 248 322
Coast & Country Housing	www.coastandcountryhousing.org.uk	01642 771 300
Contemporary Hair Academy	www.contemporaryhairacademy.co.uk	01642 255 035
Darlington Borough Council	www.darlington.gov.uk/apprenticeships	01325 248 021
Darlington College	www.darlington.ac.uk	01325 503 030
East Coast Training	www.redcar-cleveland.gov.uk/tunedin.nsf	01287 659 534
Group Horizon Ltd	www.grouphorizon.co.uk	01642 430 703
Hartlepool Adult Education	www.haded.org.uk	01429 868 616
Hartlepool College of FE	www.hartlepoolfe.ac.uk	01429 295 000
Health Education North East	www.ne.hee.nhs.uk	01912 106 400
Ingeus	www.ingeus.co.uk	08453 308 184
Itec North East	www.itecne.co.uk	01325 320 052
Janard	www.janard.org.uk	01642 345 604
J and K Training Ltd	www.jandktraining.co.uk	01388 604 004
JTL Training	www.jtltraining.com	07827 082 981
Kftraining	www.kftraining.co.uk	01915 186 830
Learning Curve Group	www.learningcurvegroup.co.uk	01642 242 247 01388 777 129
Learn Direct	www.learndirect.co.uk	01325 287 192

ANY QUESTIONS?

JO THOMPSON, VICKY EVANS or RACHEL McCREADY
on 01642 442025 / 442026 / 442027

TRAINING PROVIDER	WEB ADDRESS	PHONE
LMR	www.lmr.co.uk	0191 244 5415
Middlesbrough College	www.mbro.ac.uk	01642 333 333
Middlesbrough Community Learning – Middlesbrough Borough Council	www.mcls.ac.uk	01642 811 400
Mouchel Training Centre	www.mouchel.com www.middlesbrough.gov.uk	01642 729 682
Nacro	www.nacro.org.uk	01642 615 554
Nat. Skills Academy (Process Industries)	www.process.nacademy.co.uk	01325 740 900
NETA	www.neta.co.uk	01642 616 936
Nordic Focus Training Group	www.nftg.co.uk	01325 355 633
North East Chamber of Commerce	www.necctraining.co.uk	03003 036 322
Pertemps	www.ppdg.co.uk	01642 425 200
Redcar & Cleveland College	www.cleveland.ac.uk	01642 473 132
Shape Training	www.shapetraining.co.uk	01642 282 222
South Tees Hospitals NHS Foundation Trust	www.southtees.nhs.uk	01642 854 744
South West Durham Training	www.southwestdurham.co.uk	01325 313 194
Springboard	www.springboard-northeast.org	01429 287 075
Stockton Borough Council Tees Achieve	www.stockton.gov.uk	01642 528 261
Stockton Riverside College	www.stockton.ac.uk	01642 865 577
The Construction Skills Academy Ltd	www.theconstructionskillsacademy.co.uk	01642 450342
Total Training	www.total-training.uk.com	01429 224 433
Tees Active	www.teesactive.co.uk	01642 524 570
TICA	www.tica-acad.co.uk	01325 466 704
T.T.E Technical Training Group	www.tte.co.uk	01642 462 266
YH Training Services	www.yh.group.co.uk	01723 371481



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Tees Valley Business Compass



The business support service for the Tees Valley

www.teesbusinesscompass.co.uk

Tees Valley Unlimited

www.teesvalleyunlimited.gov.uk

The Tees Valley Learning Provider Network Ltd (TVLPN) is a registered charity with 48 members. We are dedicated to supporting Learning Providers and Learners to achieve their potential in the field of work based learning.

Tees Valley Learning Provider Network Limited

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