



Suffolk
New
College

EMPLOYER GUIDE TO APPRENTICESHIPS

WHAT IS AN APPRENTICESHIP?

An apprenticeship is a genuine job with an accompanying assessment and skills development 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 wide mix of learning in the workplace, formal off-the-job training and the opportunity to practise new skills in a real work environment.

WHO CAN DO AN APPRENTICESHIP?

Anyone over the age of 16 who are not in full-time education can apply for an apprenticeship.

Employers can offer apprenticeships to both potential new staff and to their existing staff.

DOES IT COST AN EMPLOYER TO HIRE AN APPRENTICE?

The government will help pay for the apprenticeship training, but the amount depends on whether you pay the apprenticeship levy or not. You pay the levy if your annual wage bill is over £3 million.

If you do not pay the levy, then the maximum you will have to pay is 5% of the total apprenticeship costs. The 5% contribution only applies to employers with more than 50 employees and/or if the apprentice is aged 19 or over at the start point of the apprenticeship.

If you have less than 50 employees and the apprentice is aged between 16-18 then the government will pay the full 100% of the cost.

APPRENTICESHIP LEVELS

NAME	LEVEL	EQUIVALENT EDUCATIONAL LEVEL
Intermediate	2	5 GCSE passes
Advanced	3	2 A Level passes
Higher	4, 5, 6 and 7	Foundation degree and level
Degree	6 and 7	Bachelor's or master's degree



HOW DO APPRENTICESHIPS WORK?

Apprentices must spend at least 20% of their time on off-the-job training. Typically, this would be 4 days on the job and 1 day at Suffolk New College. However, this varies amongst the different standards and some may be completely work-based with minimal college attendance.

The employer, training provider and apprentice will work together to decide how the off-the-job training is delivered. It must be directly relevant to the apprenticeship framework or standard and can be delivered at the apprentice's normal place of work as long as it is

not part of their normal working duties. It can cover practical training such as shadowing, mentoring, industry visits and attending competitions.

An apprentice will be allocated a Trainer, Progress Coach or a combination of both. They will support the apprentice throughout their apprenticeship and perform observations and reviews. They will also assist the apprentice with the use of Smart Assessor, an online system upon which the apprentice will collate an online portfolio of evidence, which displays the skills and tasks they have learnt throughout the duration of the apprenticeship.



WHY SHOULD I TAKE ON AN APPRENTICE?

YOUR APPRENTICE WILL MAKE VALUABLE CONTRIBUTIONS

Apprenticeship standards are developed by employers and industry experts to be occupation focused, which means the learning happens throughout the apprenticeship.

THEY CREATE OPPORTUNITIES TO BRING IN NEW TALENT AT ANY LEVEL

Anyone over the age of 16 who is living in England can apply for an apprenticeship. Suffolk New College apprenticeships are available from Level 2 (GCSE equivalent) right through to Level 5 (Foundation degree equivalent). Some may also offer additional qualifications, such as AAT.

YOU CAN FILL SKILLS GAPS IN YOUR ORGANISATION

There is a huge variety of standards to choose from, each designed to set out the skills, knowledge and behaviours needed for an occupation.

THEY CAN HELP UPSKILL OR RETRAIN CURRENT EMPLOYEES

Apprenticeships are not only suitable for bringing in new employees but they are also ideal for upskilling or retraining existing employees – of any age, and at any level.

I AM INTERESTED, HOW DO I TAKE ON AN APPRENTICE?

IDENTIFYING AND RECRUITING YOUR APPRENTICE

As an employer, you will need to first employ/identify the prospective apprentice. How you choose to recruit the apprentice is flexible and decided by you. You are free to advertise your apprenticeship vacancies on your own websites but there is also the option to advertise through Suffolk New College and through the government's 'Find an apprenticeship' service. A combination of the three is encouraged for maximum exposure.

REGISTERING THE INTEREST WITH SUFFOLK NEW COLLEGE

Once you have a prospective apprentice in place, you should contact Suffolk New College and at that point, we will support you through the enrolment process.

DIGITAL APPRENTICESHIP SERVICE

In preparation for an enrolment, we encourage you, if not done so already, to create an account on the Digital Apprenticeship Service.



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www.suffolk.ac.uk/apprenticeships

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