



Suffolk
New
College

APPRENTICESHIPS GUIDE

**LEARN, EARN,
TRANSFORM TOMORROW**







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WHAT ARE APPRENTICESHIPS?

Apprenticeships are structured training programmes that combine practical on the job experience and professional training that provides apprentices with a recognised qualification.

They are designed to develop skilled, motivated, and qualified employees who contribute real value to your business from day one.

At Suffolk New College, we offer a range of apprenticeships across various sectors, combining day release and work based learning. Whether you're looking to bring in fresh talent or develop your existing workforce, apprenticeships offer a flexible and cost effective solution tailored to your business needs.

We are a college that boast state of the art facilities and award winning apprenticeships.

WHY ARE THEY GREAT FOR YOUR BUSINESS?

- **Tailored to Your Needs:** We offer a wide range of apprenticeships in a variety of sectors and a suite of Business and Professional Services apprenticeships, with the flexibility to create tailored apprenticeship roles that align with your specific business goals.
- **Cost Effective Talent Development:** Apprenticeships are a low cost way to train staff, with government funding often available to support training costs.
- **Future Proof Your Workforce:** Investing in apprenticeships helps build a pipeline of skilled professionals who understand your business from the ground up.
- **Apprenticeship standards** can be matched to a wide variety of job roles, which means your next vacancy could be an apprenticeship.

UPSKILL YOUR TEAM

Apprenticeships aren't just for recruits. They're a powerful tool for upskilling your existing team.

- **Professional Development:** Offer your team nationally recognised qualifications.
- **Low Cost Training:** Access high quality training at a fraction of the cost of traditional development programmes.
- **Retain and Motivate:** Show your team you're invested in their growth, boosting morale and retention.



WHY USE SUFFOLK NEW COLLEGE AS YOUR APPRENTICESHIP TRAINER?

- **Award winning apprenticeships**
- **Introducing ePASS+:** We have introduced a digital online programme that enables apprentices to further develop their skills through critical soft skills training as part of their learning package.
- We offer a wide range of **apprenticeship standards** tailored to meet the needs of modern businesses.
- We work with our **Industry Partners** to bring in new apprenticeship standards where there is a demand to meet skills needs.
- **Cost Effective Training Solutions.** We help you make the most of available funding, whether you're a levy paying employer or eligible for government co-investment. Our team can guide you through the Digital Apprenticeship Service and funding options.
- **Local, Trusted and Responsive.** As a local college with deep roots in the Suffolk business community, we're committed to supporting the region's growth. We're responsive, approachable, and invested in your success.
- **Tailored Support for Employers:** Our team works closely with you to:
 - Identify the right apprenticeship standard for your role
 - Support recruitment and onboarding
 - Provide ongoing guidance throughout the apprenticeship journey

DEVELOPING YOUR WORKFORCE WITH SUFFOLK NEW COLLEGE

At Suffolk New College, we are proud to support the professional development of your workforce, whether you are nurturing new talent or upskilling existing staff. Our training offer is designed to be flexible, relevant, and responsive to industry needs.

In addition to our core apprenticeship offer, which can support an individual gaining their level 3 all the way up to level 5 and higher technical qualifications, it helps create a professional development journey for your staff.

These programmes combine on the job experience with academic learning, helping your staff gain nationally recognised qualifications while contributing to your business.

HTQS & HNCs: FLEXIBLE TRAINING OPTIONS FOR YOUR TEAM

Higher Technical Qualifications (HTQs) and **Higher National Certificates (HNCs)** offer flexible pathways to upskill your workforce. These advanced technical qualifications can be:

- Taken as standalone part time courses
- Integrated into an apprenticeship programme

They are ideal for employees who want to build specialist skills while continuing to work, and perfect for developing talent without disrupting productivity.



Why choose HTQs or HNCs?



Equip staff with industry relevant expertise

Support career progression and retention

Align training with your business needs



Please scan the QR code
for more information

SHORT COURSES & PROFESSIONAL DEVELOPMENT

We offer a range of short training courses designed to enhance the skills of your current team or support the development of apprentices through short courses, tickets and training specific to your industry needs.



Please scan the QR code
for more information





SUPPLY CHAIN INDUSTRY - DEVELOPING THE PROFESSIONALS WHO KEEP THE WORLD MOVING

Suffolk New College offers a range of Business and Professional Services Apprenticeships that support the dynamic and fast-paced world of the supply chain. Whether you're recruiting new talent or upskilling your existing team, our programmes are designed to meet the sector's evolving needs.

APPRENTICESHIPS THAT FIT YOUR BUSINESS

Our Level 3 Business Administrator apprenticeship is a versatile option that supports a wide variety of roles, including:

- Logistics Coordinator
- Import & Export Clerk
- Business Administrator

- Sales Coordinator
- Transport Administrator
- And more...

This standard can be tailored to focus on key areas such as:

- Procurement
- Inventory Management
- Warehousing
- Transportation
- Customer Service

In addition to business-focused apprenticeships, we also offer a variety of standards and courses that directly support the supply chain industry such as Engineering and HGV Apprenticeships.



UPSKILL YOUR TEAM

We offer a range of high-quality training to help you upskill and retain talent, including leadership and management training programmes, targeted short courses, and higher-level apprenticeships aligned to your business needs. These flexible options are designed to develop confident leaders, strengthen operational capability, and support long-term growth within your organisation.

Our team is happy to help you explore the best pathway for your staff and ensure you continue to get maximum value from your training investment.

BUSINESS & PROFESSIONAL SERVICES APPRENTICESHIPS

At Suffolk New College, we offer a comprehensive and flexible range of apprenticeships in Business and Professional Services, designed to support both new talent and the development of your existing workforce.

A VARIETY OF APPRENTICESHIP STANDARDS

Our programmes cover a wide range of roles including business administration, HR, finance, customer service, marketing, and more. These standards are regularly updated to reflect the evolving needs of modern workplaces.

PROGRESSION & PROFESSIONAL RECOGNITION

We support learners at multiple levels, helping them grow from level 3 roles to more advanced positions.

Our programmes include:

- CIPD recognised HR apprenticeships
- AAT accredited finance apprenticeships

These qualifications are respected across industries and provide a strong foundation for long term career development.

FLEXIBLE, WORK BASED LEARNING

Most of our apprenticeships are delivered through work based learning, meaning training takes place in the workplace. Programmes can start at any time, aligned with your recruitment or staff development plans.



"The apprenticeship scheme is really good here and I want to thank all the tutors, the support staff and my employer for giving me the opportunity. This is amazing and I'm really happy."

Fred Klingsick

BUSINESS ADMINISTRATION – A VERSATILE PATHWAY

Our Level 3 Business Administrator apprenticeship is ideal for a wide range of roles, including:

- Accounting Support
- Marketing Support
- Personal Assistant
- Database Clerk

Key skills developed include:

- Communication
- Problem Solving & Decision Making
- Time Management
- Teamwork
- Business Acumen
- ...and much more!

If you're recruiting for a role that aligns with these responsibilities, it could be delivered as an apprenticeship.

UPSKILL YOUR CURRENT WORKFORCE

Many of our business and professional services apprenticeships are perfect for developing your existing staff.

Training can be funded through:

- Your Apprenticeship Levy, or
- Government co-investment (just 5% of training costs if the learner is aged 25+)

For example:

- Business Admin Level 3 costs £5,000
- You pay just £250 if the learner is 25 or over
- If the learner is aged 16-24, the government covers 100% of the training cost.



Scan the QR code to view
our current list of business
and professional services
apprenticeships.

ENGINEERING & MANUFACTURING APPRENTICESHIPS

Suffolk New College offers a growing and future focused range of apprenticeships in Engineering and Manufacturing, designed to meet the needs of employers and learners across the region.

A VARIETY OF APPRENTICESHIP STANDARDS

We deliver a wide selection of apprenticeship standards across engineering disciplines, including mechanical, electrical, manufacturing, and civil engineering. These are regularly updated to reflect technological advancements and industry demand.



PROGRESSION FROM LEVEL 3 TO LEVEL 6

We are actively expanding our offer to include exciting new apprenticeships from Level 3 up to Level 6, giving learners clear progression routes and helping employers build a pipeline of skilled professionals.

Our Level 6 Civil Engineering Degree Apprenticeship, which:

- Has been validated for five years
- Was developed in collaboration with local employers
- Aligns with current and future industry needs

SUPPORT FOR OFFICE BASED TEAMS

Engineering and manufacturing businesses also rely on strong internal operations. We offer a wide range of Business and Professional Services apprenticeships to support your administrative, finance, HR, and project management teams - ensuring your entire organisation can grow together.



Scan the QR code to view our list of engineering and manufacturing apprenticeships.

AGRICULTURE, ENVIRONMENTAL & ANIMAL CARE APPRENTICESHIPS

Suffolk New College offers a broad and evolving range of apprenticeships in the Agriculture, Environmental and Animal Care sector designed to meet the needs of employers and learners across Suffolk and beyond.

A VARIETY OF APPRENTICESHIP STANDARDS

We deliver a wide selection of apprenticeship standards across land based industries, including agriculture, horticulture, animal care, and environmental conservation. These standards are regularly updated to reflect industry developments and skills needs.

PROGRESSION PATHWAYS

Our apprenticeships are available at multiple levels, supporting individuals from entry level roles through to advanced technical and supervisory positions. We work with employers to:

- Develop skilled, confident professionals
- Support career progression and retention
- Align training with long term business goals

Our programmes are designed to support professional development and reflect regional and national skills priorities.



Scan the QR code to view our current list of agriculture, environmental & animal care apprenticeships.



"I thought I would learn more life skills by doing an apprenticeship as opposed to university and I chose horticulture because I've always liked being outdoors and I really like the wellbeing side of nature."

Olivia Smith

SUPPORT FOR OFFICE BASED TEAMS

Land based businesses rely on more than just fieldwork. We also offer a wide range of Business and Professional Services apprenticeships to support your administrative, finance, HR, and management teams - ensuring your whole organisation can grow together.

OUTSTANDING FACILITIES & RECOGNITION

Suffolk New College is proud to be a Landex assessed college, recognised for excellence in land based education. We offer state of the art facilities that simulate real working environments and provide apprentices with hands on, industry relevant experience.

We are also proud winners of a Beacon Award for Sustainability, reflecting our commitment to environmental responsibility and innovation in education.



EDUCATION & EARLY YEARS APPRENTICESHIPS

At Suffolk New College, we offer a supportive and flexible range of apprenticeships in Education and Early Years, designed to help employers nurture the next generation of educators and childcare professionals.

A VARIETY OF APPRENTICESHIP STANDARDS

We provide a selection of apprenticeship standards across early years, teaching support, and education based roles. These are regularly updated to reflect sector changes and best practice in child development and learning.

SUPPORT FOR OFFICE BASED TEAMS

We also offer a wide range of Business and Professional Services apprenticeships to support your administrative, finance, HR, and management teams - ensuring your entire organisation can grow together.

WORK BASED LEARNING THAT FITS AROUND YOU

Our apprenticeships are delivered through work based learning, meaning all training takes place in the workplace. Apprentices are supported by a dedicated trainer or progress coach, with regular visits or virtual meetings to ensure progress and development, without taking staff away from their setting.

PART OF THE CBEEBIES LET'S GROW PROGRAMME

We're proud to be part of the CBeebies Let's Grow Programme, which supports learner development in early years settings through engaging, child centred resources and activities. This partnership enhances the learning experience for apprentices and the children they support.

PROGRESSION & PROFESSIONAL DEVELOPMENT

Our apprenticeships are available at multiple levels, supporting learners from entry level roles through to more advanced positions. Whether you're recruiting new staff or upskilling your current team, we can help you:

- Build confident, qualified professionals
- Support long term career development
- Align training with your setting's goals and values



Scan the QR code to view our current list of education and early years apprenticeships.





CONSTRUCTION & THE BUILT ENVIRONMENT APPRENTICESHIPS

At Suffolk New College, we offer a diverse and evolving range of apprenticeships in the Construction and Built Environment sector, designed to meet the needs of both employers and learners across the region. We are a college that boast state of the art facilities.

We provide a wide selection of apprenticeship standards across construction trades and technical roles. These are regularly updated and expanded to reflect industry demand and regional skills needs.

PROGRESSION PATHWAYS

Our apprenticeships are available at multiple levels, supporting learners from level 2 through to advanced technical and supervisory positions.

DESIGNED WITH REGIONAL SKILLS IN MIND

Our programmes are developed in consultation with local employers and industry bodies to ensure they meet the regional skills priorities. This means your apprentices will gain relevant, job ready skills that directly benefit your business and the wider community.



"The college has been helpful. Everything I need they help me out. An apprenticeship is amazing as you can earn an income whilst you are learning and you get more experience by putting into practice what you learn"

Ned Coles

SUPPORT FOR OFFICE BASED TEAMS TOO

Construction businesses don't just operate on site. We also offer a wide range of Business and Professional Services apprenticeships to support your administrative, finance, HR, and project management teams, ensuring your entire organisation can grow together.

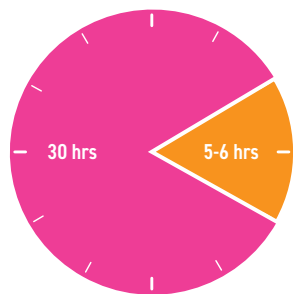


**Scan the QR code to view our
list of construction and built
environment apprenticeships.**

APPRENTICESHIP LEVY INFORMATION

HOURS

At Suffolk New College, each of our apprentices are assigned a Trainer and/or a Progress Coach to support them in meeting the skills, knowledge and behaviours to meet their endpoint assessment.



We advise for apprentices to be employed for a minimum 30 hours per week.

Apprentices on average must complete at least 5-6 hours per week of paid off the job training during normal working hours.

This training helps develop the knowledge, skills, and behaviours required by the apprenticeship standard and can be done online, in the workplace, at college, or through a combination of these methods.

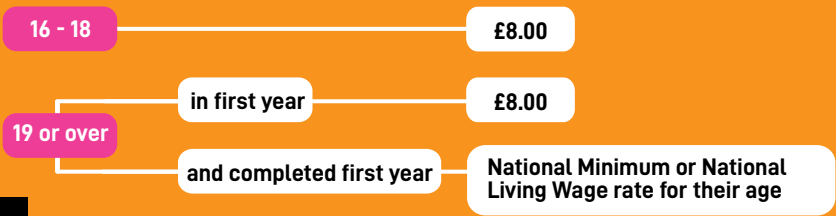
PAY

The national minimum wage rate from April 2026 for apprentices is £8.00 per hour, which may increase in the 2nd year if you hire an apprentice over the age of 19 years. However, it is at your discretion if you wish to pay your apprentice more.



Please scan the QR code for more information

THE NATIONAL MINIMUM WAGE FOR AN APPRENTICE AGED:



LEVY PAYERS

Levy-paying employers will only have 12 months to use new levy funds before they expire. This means planning training earlier and using funds more quickly is essential.

Large employers can transfer up to 50% of their levy funds to another organisation to support apprenticeship training and assessment. A great way to keep funds local and support skills in the region. Suffolk New College can help with this.

You can also use your levy to help develop your current staff.

NON-LEVY PAYERS

From 2026, SMEs that do not pay the levy will have 100% of training costs covered for apprentices aged under 25, removing the previous 5% co-investment requirement.

This removes a financial barrier to hiring young talent.

For anyone 25 and over, you will only need to pay 5% of the training cost.

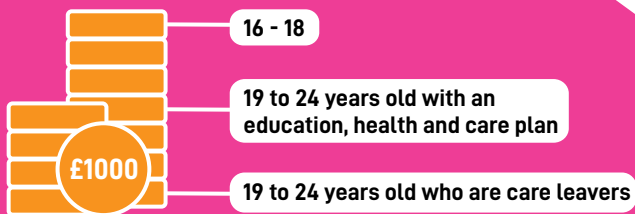


INCENTIVE INFORMATION

Employers do not pay Class 1 National Insurance contributions for apprentices under 25, provided they are on an approved apprenticeship and earn below £50,270 per year.

£1000 YOUNG APPRENTICE PAYMENT:

Who is eligible:

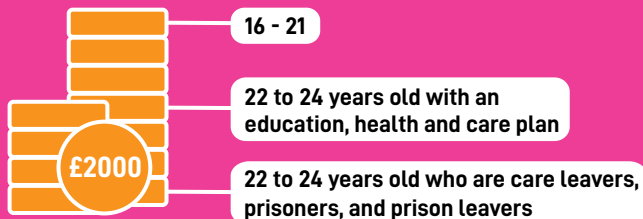


Paid in two equal instalments:

- Day 90
- 1 year after the apprenticeship starts (or Day 242 for programmes under 12 months)

£2000 FOUNDATION APPRENTICE PAYMENT:

Who is eligible:



Paid in three equal instalments:

- Day 90
- Day 242 (approximately 8 months)
- Final payment when the apprentice progresses onto their next apprenticeship

£2,000 NEW SME HIRING INCENTIVE (FROM OCTOBER 2026)

Who is eligible:

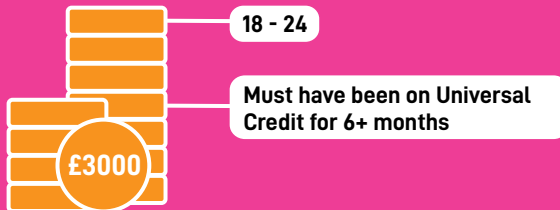


Paid in two equal instalments:

- Day 90
- Day 365 (or Day 242 for apprenticeships shorter than 12 months)

£3,000 UNIVERSAL CREDIT HIRING INCENTIVE (FROM JUNE 2026)

Who is eligible:



Paid in three equal instalments (amounts to be finalised):

- Month 1
- Month 3

How this one works:

- Paid directly to employers by the Department for Work & Pensions (DWP)
- Can be used to offset wages, training support, or onboarding costs





Flexible.

Responsive.

Built Around Your Business.

Preparing The Person, Building The Career.

APPRENTICESHIP GLOSSARY FOR EMPLOYERS

Apprentice

An individual aged 16 or over who is employed while undertaking a structured training programme that leads to a nationally recognised qualification.

Apprenticeship Levels

- Intermediate (Level 2) – equivalent to GCSEs
- Advanced (Level 3) – equivalent to A Levels
- Higher (Levels 4–7) – equivalent to foundation degrees and above
- Degree (Levels 6–7) – equivalent to full bachelor's or master's degrees

Apprenticeship Standard

A government-approved outline of the skills, knowledge, and behaviours required for a specific job role.

Developed by employers to ensure relevance to industry needs.

Day Release

A model of off-the-job training where the apprentice attends college or a training provider one day per week.

Digital Apprenticeship Service (DAS)

An online government portal where employers can:

- Create and manage apprenticeship accounts
- Reserve funding (for non-levy employers)
- Recruit apprentices
- Select training providers
- Approve training and payments

It's essential for managing apprenticeship funding and compliance.

End-Point Assessment (EPA)

A final assessment that evaluates whether the apprentice has gained the required skills, knowledge, and behaviours. Conducted by an independent EPA organisation.

Gateway

The point at which the employer and training provider agree the apprentice is ready to undertake their End-Point Assessment.



Levy-Paying Employer

Employers with an annual payroll of over £3 million who pay the Apprenticeship Levy—a government tax used to fund apprenticeship training.

Levy Share Scheme

A local or regional initiative where levy-paying employers collaborate to share unused levy funds with smaller businesses or charities to support apprenticeships.

Levy Transfer

Levy-paying employers can transfer up to 50% of their unused levy funds to other organisations to support apprenticeship training.

Non-Levy Employer

Employers with a payroll under £3 million who do not pay the levy.

Off-the-Job Training

Learning that takes place outside of the apprentice's normal working duties. It must account for at least 20% of their contracted hours and can include workshops, online learning, or classroom sessions.

Work-Based Learning

Training and development that takes place primarily in the workplace, allowing apprentices to gain practical experience while learning.



www.suffolk.ac.uk/apprenticeships

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