Apprenticeships in general

Why take on an apprentice?

- Apprenticeships benefit both you and your apprentice. An apprentice is likely to be in the early stages of their career, and their passion and willingness to integrate themselves in the workplace makes them a great addition to your team. In turn, they'll learn valuable professional and technical skills that they can't get from a degree, all while earning.

What is an Apprenticeship programme?

- Apprenticeships are training programmes for individuals aged 16+ to provide and develop their skills, knowledge and competencies that are relevant to their career aspirations as well as the needs of the employers.
- They are a combination of being time bound (minimum of 12 months) and skills based, they will often include qualifications although this is not always the case. New apprenticeship standards all have an end point assessment which measures the capability of an apprentice to complete a job role.
- All apprenticeships are overseen by the Institute for Apprenticeships which looks at the suitability of the training suggested for each job role and prevents multiple apprenticeship options being developed for the same job.
- All apprenticeships are designed to develop skills and competencies within a job role and many also contain professional qualifications to help build knowledge and understanding of specific sectors.

How does it work?

- The new Apprenticeship standards were co-developed by employers, professional bodies, training providers and the government, which means the development and demonstration of key skills and behaviours are given equal if not more weighting to technical knowledge. In addition to completing the exams or assignments of a professional qualification, an apprentice must also complete an end point assessment towards the end of their programme.

- Through at least 2 forms of assessment, including case studies, reflective statements, professional discussions, projects and portfolios of work, apprentices must pull together all of their technical knowledge and their skills and behaviour training, demonstrating competence across the whole Apprenticeship standard. This broader focus gives you greater confidence apprentices can deliver the best results within their role (and not just be good at passing exams), and will be more suitable for progression opportunities as they arise.

Funding an Apprenticeship

- If your company doesn't pay the Levy, you'll only need to pay 10% of the Apprenticeship training costs, and the government will cover the remaining 90%. This also applies to marginal Levy paying organisations who don't have enough to fund all of the Apprenticeship training they'd like to.

- If you do pay the Levy, you'll have access to a Digital account where your Levy funds will accumulate until you're ready to commence Apprenticeship training. You can spend these funds on the apprenticeship training provided by your allocated Aspire Apprenticeships training provider. If you use all the Levy and still want to engage in more Apprenticeship training, you will be eligible for the 10:90% co-investment detailed above.

Who can be an apprentice?

- The government has an ambitious target to recruit 3 million apprentices by 2020, meaning that the new Apprenticeship Standards are more inclusive than ever before. Under the new standards, current employees and university graduates are both eligible for Apprenticeships, as long as there is substantive new learning taking place. An Apprenticeship programme can include courses from Level 2 (entry level) right the way up to Masters degree (Level 7), and there is no age restriction.

Where can I find out more information about apprenticeships?

- The National Apprenticeship Service website and helpline will help answer any questions you may have about the apprenticeship levy. To ensure you receive tailored advice, please mention the Chartered Insurance Institute or the Personal Finance Society.

  08000 150 600

  https://www.gov.uk/topic/further-education-skills/apprenticeships
  https://www.gov.uk/apply-apprenticeship