

# Apprenticeship Employer Handbook



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## Introduction

Lakes College is a provider of high- quality technical education and vocational skills' training, traditionally servicing the West Cumbria Boroughs of Allerdale and Copeland. The College plays a key role in the West Cumbrian economy and its communities, by providing a broad and deep range of Apprenticeships, further and higher vocational and technical education, which includes a significant apprenticeship offer in partnership with many hundreds of employers throughout the region.

Based in a first-class, modern estate, equipped with high quality resources and facilities, the college has developed an excellent and well-earned reputation for providing suitably skilled and qualified staff needed by employers across the locality and region. This focus on work-related skills and technical training means that the college adapts its offer to the diverse range of employer needs and the anticipated skills' demand as described in the skills' plan for Cumbria the wider region.

Employers are central to the work of the college, with partnerships and collaboration directly informing operations, the offer, and directly adding value for the local economy. In recent years, the college has evolved its full and part time further, higher and Apprenticeship offer in line with national policy. This has led to an increased volume of Apprenticeships, enhancing and extending provision at the advanced and higher levels.

The college plays an important role in supporting people into work, upskilling and reskilling in preparation for employment, and in ongoing continuing professional development programmes. Increasingly, this role extends to matching potential employees to vacancies and in securing high quality work placements for learners. As a founder member and delivery partner of the National College for Nuclear (NCfN) hosting the dedicated NCfN northern training Hub, the college has embarked upon an ambitious programme of curriculum development and skills' support for the nuclear industry, extending nationally and internationally.

## The Apprenticeships we offer

The College offers Apprenticeship Standards in the following areas from level to level 6: -

- Accountancy
- Business Administration
- Business and Management
- Catering and Hospitality
- Childcare
- Construction
- Engineering
- Hair and Beauty
- Health and Safety
- IT
- Nuclear
- Professional services such as HR Professional and Business Partner
- Project Management

## Everything you need to know about Apprenticeships

Lakes College work with employers of all sizes to analyse training needs, identify relevant apprenticeships and the best way of providing the training. Our business development team provides a responsive and customer-focused service which offers a high quality, tailored experience to each employer. Apprenticeships are designed specifically to meet your needs as an employer, hence the introduction of standards which are designed by employers.

By investing in Apprenticeships, you can harness new talent and creative ideas, improve job satisfaction and reduce staff turnover. Apprentices are widely regarded as eager, motivated, flexible and loyal to their organisation. The training they receive with Lakes College will increase their confidence, reliability and enthusiasm.

## Business Benefits of Apprenticeships

- Apprentices help build a skilled workforce
- Apprentices provide a positive return on investment
- Apprentices are highly motivated workers
- Apprentices are loyal to your organisation
- Apprentices are a sustainable way of building your business with low risk
- There is significant support available to them and to you

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## What Lakes College can offer you?

We will be supporting employers to maximise their return on investment of the Apprenticeship levy. With our dedicated business development team, Lakes College can provide you and your organisation with the expertise and support to guide you effortlessly through this new system, we offer;

- Advice and guidance on the levy
- Training needs analysis
- Workforce planning and support
- Recruitment service for new apprentices
- Upskilling and reskilling of existing staff

## Recruitment Services

Our recruitment services are FREE to employers and aims to make finding the right apprentice for your business a quick and easy process. Our specialised team take a consultative approach to your company's needs and have a robust process in place to ensure a suitable match to your individual requirements.

We are committed to providing a high- quality calibre of candidate to advance your business throughout their time with you and beyond. To achieve this, we will ensure all our applicants possess the skills and attributes you need from them, as well as the vocational and academic skill set required to successfully complete their training.

Our business development team will engage with you to gain an in depth understanding of your business functions, growth plans and culture. At this point we will advertise your vacancy online, via social media and to our existing talent pool of candidates. We also offer work trials where necessary to ensure you source the right applicant for your business.

With all applicants we will;

- Examine applications on your behalf.
- Conduct skills tests including English, Maths and diagnostic tests for learning support such as dyslexia.
- Conduct initial telephone and face to face interviews if required.
- Arrange final interviews at a suitable time and location for you.

## Apprenticeship Process

You will meet with a Lakes College business development manager who will discuss all your companies training needs and complete a Health and Safety appraisal.



You will decide which of our fantastic training opportunities suits your business needs. Did you know that you can upskill your existing work force it's not just about recruiting a new Apprentice.

Your dedicated business development manager will send out a Training Agreement authorising us to provide the training along with a proposal, you have the opportunity to read through and sign.



When recruiting an Apprentice, we will advertise the job role for you internally to Lakes College students and using the college resources (Facebook, Twitter, Instagram). Then you would interview and decide on the right candidate for your business.



Once a confirmed start date has been agreed your business development manager will send your employee (or new apprentice) details to one of our specialist training advisors who will be in contact within 2 weeks to arrange an information and guidance appointment followed by their induction (4 weeks for upskilling existing staff).



A commitment statement will be produced and signed by yourself, your Apprentice and the training advisor. You will then be sent a copy of this for your records. Training will commence including 20% off the job (agreed with our Training Advisors)



Progress reviews will be carried out on a monthly basis. These will be carried out by one of our specialist advisors with you and your Apprentice.



An End Point Assessment (EPA) gateway will be arranged towards the end of the Apprenticeship to ensure that your apprentice is ready for the EPA assessment. Any support needed will be provided to ensure Apprentices achieve successful outcomes.



On successful achievement of the apprenticeship certification will be claimed, an exit interview will be carried out with you and your apprentice. Your specialist training advisor will discuss progression routes for your apprentice.

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## Apprentice Levy

Employers with a wage bill of less than £3 million a year will not need to pay the levy.

At least 95% of non-levy-paying employers' apprenticeship training and assessment costs in England will be paid for by the government. The government will ask these employers to make a 5% cash contribution to the cost, paid directly to the provider, and the government covers the rest (up to the maximum agreed funding band).

If you're an employer with a pay bill over £3 million a year, you must pay the apprenticeship levy. You will report and pay your levy to HMRC through the PAYE process. Levy funds will create opportunities for young people across the country, delivering the skills employers need. The levy will give employers control of their training, agree a total price for each apprenticeship, which includes the costs of training and assessment. All levy employers will have a government digital account for apprentice training. Find out more here:

<https://www.gov.uk/government/publications/apprenticeships-guide-for-employers>.

From April 2019, levy-paying employers can transfer a maximum amount of 25% of their annual funds. They can make transfers from their apprenticeship account to as many employers as they choose. Find out more here:

<https://www.gov.uk/guidance/transferring-apprenticeship-service-funds>.

Our dedicated Business Development Managers will guide you through the process whether you are a levy paying or non-levy employer to support you.

## Employer Incentive

- An incentive payment of £1000 is available to any employer taking on an Apprentice aged 16-18 (or aged 19-24 with an Education Health and Care plan or care leaver). Payments are made via the training provider and passed on to the employer: £500 after month three and £500 after month twelve.
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- If you are a small employer (with fewer than 50 employees) there will be no cost to you for training an apprentice aged 16-18 (or aged 19-24 with an Education Health and Care plan or care leaver). If your business has more than 50 employees, you will pay only 5% of the training costs of each apprentice. Employers of this size pay for all ages, with no fee remission available for 16-18-year olds. Employers of apprentices under the age of 25 do not pay secondary Class 1 (employer) National Insurance contributions for their apprentice.

## 20% Off the Job Training

With the introduction of the Apprenticeship Levy, the Education & Skills Funding Agency has published a new set of funding rules for employers and providers in England. One of the key elements requires employers to give all apprentices at least 20% of their total working hours for "off-the-job" learning. This is defined as learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of an apprenticeship. This can include training that is delivered at the apprentice's normal place of work but must not be delivered as part of their normal working duties.

The off-the-job training must be directly relevant to the Apprenticeship and could include:

The teaching of theory (for example, lectures, role playing, simulation exercises, online learning, manufacturer training)

- Practical training
- Time spent writing assessments and assignments
- Learning support
- Shadowing and mentoring
- Industry visits and attendance at skills competitions

Off-the-job training does not include:

- English and Maths (up to level 2) which is funded separately
- Progress reviews or on-programme assessment required for an apprenticeship (i.e. assessor/skills coach meetings)
- Training which takes place outside the apprentice's paid working hours 20% off the job training

## E-Portfolio Tracking

Our Apprentices have access to our E-Portfolio system which is used as a tracking tool throughout the duration of the apprenticeship. The system allows the apprentice to upload their work for the skills coach to mark and feedback.

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## Safeguarding and Prevent

Lakes College are committed to safeguarding our learners. The College has an active safeguarding team led by the Assistant Principal. Safeguarding is a term used for protecting students and keeping them safe from harm regardless of age, gender or ethnicity. Specific safeguarding issues can include: neglect, physical abuse, emotional abuse, sexual abuse and exploitation, bullying, cyber bullying, forced marriage, relationship abuse, trafficking.

The Prevent Strategy published by the Government in 2011 aims to reduce the threat of terrorism to the UK by identifying when people may be vulnerable to extremism and radicalisation and outlining the right help and support. Lakes College have all undergone training on the Prevent strategy and have a good understanding of the factors that may lead to people being vulnerable to being drawn to terrorism and are able to provide help and support should you need it.

Lakes College have a dedicated Safeguarding team who are on hand to offer support to students, families and employers around safeguarding and prevent issues and work in close partnership with local services such as children's social care.

## Contact Us

Business Development Team

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