

THE

EMPLOYER'S

GUIDE

TO

APPRENTICESHIPS



HBTC

Hull | Grimsby | Scunthorpe

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WHAT WE DO



We work with employers throughout Hull, the East Riding, North and North East Lincolnshire, helping them recruit fantastic 16+ year old Apprentices into a variety of job roles, including; Office Administrators, Customer Service Assistants, Marketing Officers, Social Media Specialists, IT Support Assistants, Receptionists, Teaching Assistants and many more.

THE AIM



To ensure that we find you a choice of Apprentices who match your requirements perfectly and that your chosen Apprentice will progress into permanent employment with yourselves and become a key member of staff in the future.

HOW IT WORKS



We will discuss your requirements and advertise your position on www.apprenticeships.org.uk, as well as through a number of other outlets. After interviewing potential candidates ourselves and putting them through an Apprenticeship taster day, we'll send you a choice of CV's for those candidates who we feel meet your requirements. We will then organise interviews and let the candidates know the outcomes. Once you have selected an Apprentice, they will be signed up for an Intermediate Apprenticeship (see page 4) on the first day of employment with yourselves.

THE COST



You will need to pay your Apprentice's wage and the National Minimum Wage for Apprentices is currently £3.70 per hour. If you employ an Apprentice aged 16-18 you will be entitled to an employer incentive payment of £1,000. You can employ an Apprentice for a minimum of 30 and maximum of 40 hours per week.

PAPERWORK



Prior to your Apprentice commencing employment with yourselves, we will need to carry out a Health and Safety site visit. This visit can take up to an hour and is a requirement of the Education & Skills Funding Agency (ESFA) who fund Apprenticeships. It is important to note that we will be classed as the training provider and you the employer. As such, you will need to provide your Apprentice with an Employment Contract on the first day of their employment and it is an ESFA requirement that you provide us with a copy for our records. Also on the first day of employment, you will be sent a Workplace Induction Checklist, Confidential Health Form, Learning Agreement and a Service Level Agreement (if not previously completed). Again, it is an ESFA requirement that you complete, sign and return this paperwork to us at your earliest convenience.

INTERMEDIATE APPRENTICESHIP

2

In most cases, your new Apprentice will be signed up for an Intermediate Apprenticeship with yourselves. This is a Level 2 (GCSE A-C equivalent) framework of Nationally Recognised Qualifications that offers a rounded approach to learning. By this, we mean that not only does your Apprentice take a practical work-based qualification such as an NVQ, but they also have the opportunity to do qualifications that look at Functional Skills, such as English, Maths and IT. Your Apprentice will be assigned an Assessor who will guide your Apprentice through their Intermediate Apprenticeship framework in a comfortable and timely manner, both for your Apprentice and yourself. In order to achieve all qualifications within their Intermediate Apprenticeship framework, you will need to release your Apprentice for half a day per week and this time must be included in their working hours. Not all Apprentices will be required to be released for half a day per week for the full duration of their Intermediate Apprenticeship, it just depends on the framework chosen and exemptions from any of the qualifications within that framework (e.g. a grade A-C in Maths achieved within 5 years prior to the first day of learning will exempt an Apprentice from having to do Functional Skills in Application of Number). It will take your Apprentice approximately 10-12 months to achieve their Intermediate Apprenticeship and throughout their Apprenticeship, their Assessor will keep you updated with their progress. We offer Apprenticeships in the following areas:

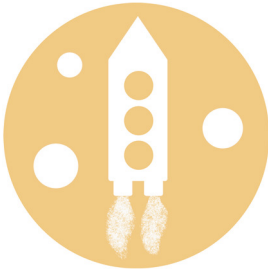
- Business Administration
- Customer Service
- IT Application Specialist
- Social Media for Business
- Supporting Teaching and Learning in Schools
- Team Leading and Management

ADVANCED APPRENTICESHIP



Once your Apprentice has achieved their Intermediate Apprenticeship, you will hopefully offer them the opportunity to progress onto an Advanced Apprenticeship. This is a Level 3 (A-Level equivalent) framework of nationally recognised qualifications that works in the same way as the Intermediate Apprenticeship. Again, it will take your Apprentice approximately 10-12 months to achieve this Apprenticeship framework and their Assessor will keep you updated with progress.

IN THE FUTURE



Once your Apprentice has achieved both their Intermediate and Advanced Apprenticeship frameworks, it is hoped that they'll have done so well that you'll want to take them on permanently. You can, of course, offer them a permanent contract of employment at any point from your Apprentice's first day of learning onwards, however, most employers prefer to offer fixed term contracts for the duration of each Apprenticeship framework initially.

SUCCESS



We want to work with you for years ahead and the success of your Apprentice is of paramount importance to us. We will do everything we can to support you at all times and our dedicated, professional, experienced and enthusiastic team are available at all times should you need us.

CONTACTS



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USEFUL LINKS



NATIONAL APPRENTICESHIP SERVICE

www.apprenticeships.org.uk

The National Apprenticeship Service, part of the Education & Skills Funding Agency, is the government agency that coordinates apprenticeships in England, enabling young people to enter employment.

EQUALITY AND DIVERSITY

In addition to ensuring our learners are entering a safe environment, we also want them to enter a fair environment – is Equality & Diversity something that your organisation has considered before? Whether your business is well versed in E&D considerations, or it is something entirely new to your organisation, we believe this [ACAS booklet](#) will be of use to you. If you would like any further information, advice or guidance on E&D, please do not hesitate to contact us at the training centre.

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