

APPRENTICESHIPS



Welcome

to **Apprenticeships**
An **Employer** Guide

England's **Number ONE** College



RUNSHAW
COLLEGE



Welcome to
Runshaw

Runshaw College has spent forty years growing into a thriving community, where each person is valued and able to flourish.

We are renowned nationally for our outstanding results, friendly and supportive culture and focus on learners' needs, endeavouring to ensure that our students are happy and fulfilled during their time at the college. We value our staff and students highly, and invest heavily in their development, support and well-being, making us one of the UK's leading and award winning colleges.

“Runshaw is in a **different league...**”

OFSTED Nov 2013

Why Choose Runshaw?

Our dedicated Apprenticeship Team at Runshaw will work hard to help you source the best apprentice for your business by understanding your business needs and providing enthusiastic and motivated candidates. We take great pride in our Apprenticeship Programme and will provide the training and support necessary to enable your apprentice to become an asset to your company.

By choosing to work with us, we can help add value to your business and provide you with:

- A dedicated, professional team of staff and industry-led Trainer Assessors
- A bank of talented, motivated and enthusiastic candidates wishing to both gain qualifications and employment
- A wealth of experience providing the successful delivery of a wide range of apprenticeships, validated by our proven track record
- Continued support and updates of any important changes to the National Apprenticeship Programme
- Excellent levels of advice, support and guidance for both you and your apprentice
- Proactive efforts to ensure that the best and most up to date apprenticeships are available for your business to choose from

On-the-job
training

Qualifications

Professional,
Industry-led
teams of Trainer
Assessors

What is an apprenticeship?

An Apprenticeship is a job with training that enables individuals to gain qualifications and essential skills whilst working. It is a fantastic option for those seeking to bridge the gap between full time education and the world of employment.

It is essentially a 'real job' with training and will see an apprentice work alongside experienced staff in the workplace to gain hands-on experience and the skills needed for their chosen career.

Although the minimum duration of any Apprenticeship is 30 hours per week, a certain amount of this must include 'off the job training' which can be defined as learning undertaken outside of the normal day to day working environment. This is designed to give apprentices the relevant theory to complement their practical experience and help them work towards nationally recognised qualifications such as NVQ Certificates or Diplomas. Apprenticeships will normally last anywhere between 12-36 months but higher level or technical apprenticeships could take longer.

Apprenticeships are currently available at three levels with many offering the opportunity for progression at Runshaw:

Level 2 – Intermediate Level Apprenticeships

Level 3 – Advanced Level Apprenticeships

Level 4/5 – Higher Apprenticeships (equivalent to a Foundation Degree)

An apprentice may also be given the opportunity to study Functional Skills in English, Maths and ICT alongside their apprenticeship.

Available Courses

Runshaw is proud to provide successful apprenticeships in the following areas:

Accounting **L3** **L4**

Beauty Therapy **L2** **L3**

Business Administration **L2** **L3** **L4**

Children, Young People & Their Workforce **L2** **L3**

Customer Service **L2** **L3**

Digital Marketing **L3**

Engineering **L3**

Hairdressing & Barbering **L2** **L3**

Health & Social Care **L2** **L3** **L5**

Hospitality & Catering **L2** **L3** **L4**

Housing **L2** **L3**

Human Resources **L3** **L5**

IT **L3**

Science **L3**

Supporting Teaching & Learning in Schools **L2** **L3**

Team Leading **L3**

Warehouse & Storage **L2**

Your Questions **Answered**

What are my responsibilities as an employer?

Below are some of the responsibilities that you will be expected to fulfil with regards to hiring an apprentice.

These responsibilities may include, but are not limited to:

- Paying your apprentice an agreed upon wage (must at least meet the national apprenticeship minimum wage)
- Providing employment and the necessary training for the duration of the apprenticeship
- Allowing 20% off-the-job training or additional support
- Releasing the learner to attend training sessions
- Providing a safe workplace
- Showing commitment to equal opportunities
- Providing a written contract of employment and induction programme
- Providing a suitable member of staff to undertake the role of a mentor, tutor or witness to the learners competence
- Attending learner progress reviews

Should you need further explanation of any of the above points, please call our Apprenticeship Team on 01772 643008 or email apprenticeships@runshaw.ac.uk



What are the benefits of hiring an apprentice?

Apprenticeships are an excellent addition to any business and are becoming increasingly popular with employers nationwide.

They are an excellent long-term investment for any business and a cost effective way to recruit, re-train or up-skill your workforce. It has also been proven that apprenticeships can actively reduce staff turnover and boost productivity considerably due to apprentices being 'employer-ready', ambitious, motivated and dedicated to supporting the company that chose to invest in them. Additionally, the training for any apprentice recruited by your company may be eligible for 100% funding.*

Don't just take our word for it, however! The below data, used and compiled by the National Apprenticeship Service, should help demonstrate the many benefits of employing an apprentice as indicated by employers nationwide:

96% of employers that take on an apprentice report benefits to their business.

80% of companies who invest in apprentices reported a significant increase in employee retention.

81% of consumers favour using a company who employ an apprentice.

Employers who take on a 16-18-year old apprentice may be eligible for **100% funding*** towards training costs, but must pay their salary.

77% of employers believe apprenticeships make them more competitive.

72% of businesses report improved productivity as a result of employing an apprentice.

76% of companies who employ apprentices agree they make their workplace more productive.

92% of employers who employ apprentices believe apprenticeships lead to a more motivated and satisfied workforce.

83% of employers who employ apprentices rely on their apprenticeship programme to provide the skilled workers that they need for the future.

Over three-quarters of respondents expect apprenticeships to play a bigger part in their recruitment in the future.

*Please see levy information page for more information.

How do I employ an **apprentice**?

If you or your business would like to employ an apprentice and would like to work in partnership with Runshaw College as your designated Training Provider, then please call our Apprenticeship Team now on 01772 643008 or email apprenticeships@runshaw.ac.uk.

This is your first step towards hiring an apprentice and will begin a process referred to as the 'Sign-Up Journey'. The following information will provide you with a step-by-step guide.

The Sign-Up Journey

- 1.** Initial contact with our Apprenticeship Team who will continue to look after you and your needs.
- 2.** Completion and return of the 'Vacancy Pro-forma' – Recruit an Apprentice.
This will enable us to learn exactly what you're looking for and ensure we match the right candidates to the right apprenticeship.
- 3.** We will offer you potential apprentices, screened and selected, for your vacancy and consideration (at this stage, you may wish to begin interviewing candidates with a view to making a job offer).
- 4.** Signing of all relevant documentation.
- 5.** A Health & Safety check. This can be arranged any time after initial contact but must be completed before any apprentice starts.
- 6.** Once you have interviewed and selected a suitable candidate and your offer is accepted, a Runshaw trainer assessor will arrange a visit. This will be to review the learner's documents and if necessary, complete any further skills checks with the apprentice.
- 7.** This will then enable the induction period to be arranged.
- 8.** Two week induction period.
- 9.** Apprentice signed-up and on their exciting apprenticeship journey with you!



Boars Head

at Houghton

COUNTRY PUB & DINING

Welcome

Boars
Head



Appendices

I. Apprenticeship Levy Information

The Apprenticeship Levy, introduced in May 2017, has now replaced all taxpayer funding of apprenticeships for both public and private sector companies of all sizes and is designed to help employers fund apprenticeships and boost overall productivity. The information below should therefore provide both levy and non-levy payers with a basic overview of the levy and its effect on employers:

All employers

- To help support and incentivise apprenticeships, the government will also make a payment of £1000 should you hire an apprentice aged between 16-18 or an apprentice aged 19-24 who has previously been in care.

Levy Paying employers

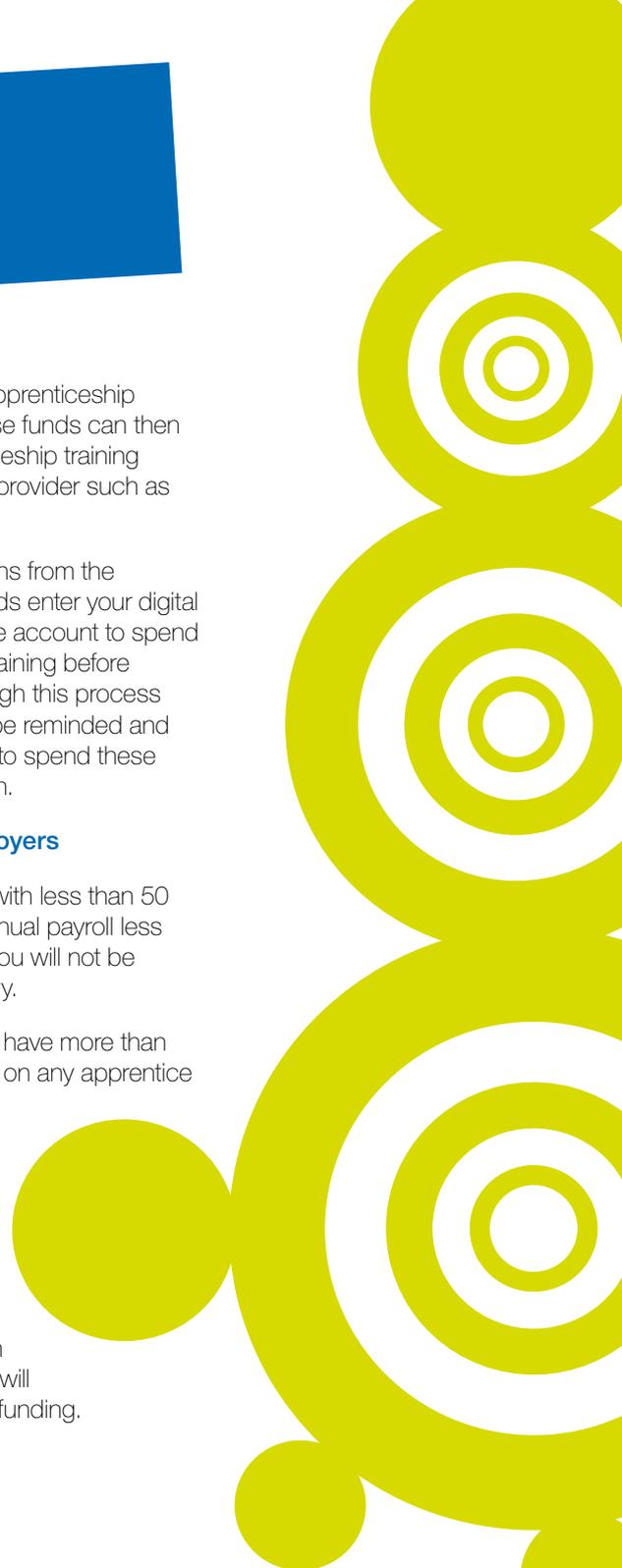
- If you are a business with an annual payroll exceeding £3 million, then you will be required to pay the levy.
- The amount payable will be 0.5% of your total payroll and is taken through your monthly PAYE payments.
- You will be required to pay 100% of the training costs for an apprentice, regardless of age.
- The government will provide you with a 10% top-up to your monthly funds

entering your online apprenticeship service account. These funds can then be spent on apprenticeship training through an approved provider such as Runshaw.

- You will have 24 months from the moment your levy funds enter your digital apprenticeship service account to spend it on apprenticeship training before they will expire. Although this process is automatic, you will be reminded and given plenty of notice to spend these funds before expiration.

Non-Levy Paying employers

- If you are a business with less than 50 employees and an annual payroll less than £3 million, then you will not be required to pay the levy.
- Should your business have more than 50 employees or take on any apprentice aged 19+, you will be required to make a 10% contribution towards the costs of training. However, if you hire an apprentice aged 19-24 who has previously been in care, the government will provide 100% of their funding.



II. Off-the-job Training

All apprentices are required to undertake 20% Off-the-job training as part of their apprenticeship.

Off-the-job training is defined as learning which is undertaken outside of the normal day to day working environment and leads towards the achievement of the

apprenticeship. This can include training that is delivered at the apprentice's normal place of work but must not be delivered as their normal working duties. Please note that the minimum duration of an apprenticeship is 30 hours per week, so using this as an example in regards to the 20% off-the-job training, would equate to 6 hours per week.

What 'off-the-job training' could include?	What does not constitute 'off-the-job training'?
It MUST be directly relevant to the apprenticeship programme	Enrolment/Induction
Teaching or theory lectures	Diagnostic assessment or prior assessment
Simulated exercises/role play	English and Maths (up to level 2) – this is funded separately
Online learning e.g. webinars/blended learning (online and physical)	Progress reviews or on-programme assessment needed for the apprenticeship
Manufacturer training e.g. new equipment or technologies	Off-the-job training ONLY delivered by distance learning
Practical training	
Training that takes place outside paid working hours i.e. an evening course*	
Work shadowing/receiving mentoring	
Industry visits/visiting other companies/suppliers/departments	
Attendance at competitions	
Time spent by the apprentice writing assessments/assignments	

* Although this must be agreed with the employer/apprentice for this extra time to be taken in lieu during the working week.



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FIND US

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For more information please call us on

01772 642040 or email venuehire@runshaw.ac.uk

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