

A large, abstract geometric pattern composed of overlapping triangles in various colors (yellow, orange, teal, purple, pink, green) with white outlines, positioned on the left side of the page.

Apprenticeships: A Guide for Employers



Welcome

Welcome to Aylesbury College.

We work with employers regionally and nationally to provide our apprentices with the best opportunities. We value our links with all our employers, and hope to have a long and beneficial partnership with you.

We work hard to equip our students with the skills and experience to succeed in their future careers, and look forward to working with you to provide young people with apprenticeships and training.

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About Apprenticeships

An apprentice will be employed and earn a wage whilst they work alongside experienced staff to gain job-specific skills. Anyone who is living in England, over 16 years-old and not in full-time education can apply.

There are three different levels of apprenticeships available, and at Aylesbury College we can work with you at each of these levels. An apprenticeship combines on-the-job training with studying at College – normally on a ‘day release’ basis for one day a week, but this varies from programme to programme.

Intermediate
level
apprenticeship
(Level 2) -
equivalent to 5
A*- C GCSEs



Advanced level
apprenticeship
(Level 3) -
equivalent to 2
A-levels



Higher level
apprenticeship
(Level 4 and
above)





“

Businesses report an average increase in productivity by £214 a week when they hire apprentices.

”



Recruiting an Apprentice



Stage 1 – complete the vacancy template and return to the Work Based Learning team (see page 12)

Stage 2 – the Skills Funding Agency will contact you to verify your company details

Stage 3 – the College will upload your vacancy on the National Apprenticeships Service website



If you want to recruit an apprentice, Aylesbury College will help you advertise the positions for **free** on the vacancies section of the National Apprenticeships Service website. This will allow candidates looking for an apprenticeship to find and apply for your vacancy, and help you to identify candidates that match your criteria. For more information on how to recruit an apprentice, please visit www.aylesbury.ac.uk/apprenticeships.

Stage 4 – the College will forward you all applicants as a confidential document

Stage 5 – you can select the candidates you wish to interview and we will release contact details

Stage 6 – select candidate and inform the College, who will complete any paperwork and enrol them at the College

Getting Started



There are a number of requirements that you the employer, and we the training provider, have to fulfil in order to give the apprentice the best possible training.

As an employer offering an apprenticeship you need to:

- Employ an apprentice for a minimum of 30 hours per week
- Pay at least the national minimum apprenticeship wage, details can be found at: www.gov.uk/national-minimum-wage-rates
- Provide the apprentice with a full induction and be involved in reviewing the progress of an apprentice

As a training provider we will support you to:

- Identify the apprenticeship that fits your business requirements
- Recruit an apprentice
- Develop a training plan
- Review and test the progress of the apprentice
- Provide training to support the knowledge elements of the programme

Successful Apprenticeships

Attendance

Apprentices are normally required to regularly attend College to gain certain skills and undertake assessments. Apprentices will need to be released on the agreed days and the College will appreciate your help in making sure that attendance is as high as possible.



Support

The College will work with you to support your apprentice. They will have a dedicated Assessor who you can contact should you have any concerns or if your apprentice requires additional support. In the workplace you could provide a mentor for your apprentice. This is optional, but we strongly recommend it, as it has many positive outcomes.

Make the Most of It!

An apprenticeship is the perfect opportunity to equip a young person with the exact skills and attributes to fit your business' needs.

These could include:

- On-the-job coaching
- On and off-the-job learning
- Employer training
- Online learning and support
- Workbooks
- Projects
- Mentoring

Working with Aylesbury College

As the largest provider of apprenticeship training in Buckinghamshire, and with a long track record of excellence in the sector, Aylesbury College is the perfect partner for your business. Our experienced staff will guide you and your apprentice throughout the process, from enrolment right through to completion, supporting and helping every step of the way. Which means that you can focus your time and energy on running your business.



The Next Step

Aylesbury College is committed to making the process of employing an apprentice as straight forward as possible. If you would like to talk through any of the stages involved with taking on an apprentice, or would like to sign up to our scheme today, then contact our Work Based Learning team on 01296 588588 or email apprenticeships@aylesbury.ac.uk.

Business Benefits

Apprenticeships can help businesses across all sectors by offering a route to harness fresh new talent.

Fill your skills gap

Apprenticeships deliver skills designed around your business needs, providing the skilled workers you need for the future.



Motivate your workforce

Apprentices tend to be motivated, flexible and loyal to the company that invested in them. Remember, an apprentice has made an active choice to learn on the job and a commitment to a specific career.



Improve your bottom line

Apprentices deliver real returns to your bottom line, with apprenticeships helping them to improve productivity and to be more competitive.



Funding

You could get a grant or funding to employ an apprentice if you're in England. In order to find out if you're eligible for a grant, please contact the Work Based Learning team on 01296 588588 or visit www.gov.uk.



To find out more, please visit:
www.aylesbury.ac.uk/apprenticeships



Useful Contacts

We hope this booklet will answer all your questions about hiring an apprentice and the benefits this can bring to your business. But if you have any further questions, please get in touch:

enquiries@aylesbury.ac.uk
01296 588588
Oxford Road, Aylesbury, HP21 8PD

 /aylesburycollege

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www.aylesbury.ac.uk