



**Buckinghamshire
College Group**

Aylesbury Wycombe Amersham

Apprenticeships

A learner, parent and employer's guide to work based learning



Are you a potential employer?

See page 10

Introduction to **Bucks College Group**



The College has been offering apprenticeships since they started in the 1990's. Our college catchment areas are supported by excellent transport links. We provide programmes for students and employers based in Buckinghamshire and the surrounding areas.

Our goal at BCG is to prepare our students for their future career. We believe that the learning experience that they gain with us at BCG is critical in setting out students ahead of the competition and in helping them to develop and excel in their chosen occupation.

BCG is a modern and progressive college with an excellent track record. We offer a wide choice of vocational courses from full-time study programmes, part-time and professional courses to apprenticeships and Higher Education programmes.

We are the largest apprenticeship provider in the area with a track record of delivering excellent results. Our buildings have state of the art facilities filled with specialist and professional equipment, salons, studios and workshops. Our tutors are industry experts looking to share their experiences with our students and apprentices.

We work with a network of local employers who are as committed as we are to ensuring that their employees are fully supported to succeed.

Have you heard about apprenticeships and are you wondering if they're right for you?

- An apprenticeship is a work-based training programme which includes on and off the job training which can be both formal and informal.
- Apprenticeships are real jobs and apprentices must be employed for at least 30 hours per week.
- The majority of apprenticeships will contain nationally recognised qualifications which are relevant to the job role.
- An apprenticeship can last for 1 – 4 years, depending on the subject area, and/or higher levels.

“Apprenticeships can be used to support people of all ages.”

What is an Apprenticeship?

INTERMEDIATE APPRENTICESHIP
Level 2 - Equivalent to five A*-C GCSEs

ADVANCED APPRENTICESHIP
Level 3 - Equivalent to two A-levels

HIGHER APPRENTICESHIP
Levels 4-7 - Equivalent to a foundation degree and above

DEGREE APPRENTICESHIP
Levels 6 & 7 - Full bachelors or master's degree

- An apprentice must spend at least 20 percent of their time participating in off the job training.
- The perception is that apprenticeships are often focused on young people aged 16-18. However, they can be used to support people of all ages, as well as an existing workforce to develop skills and support a career in a new occupation or job role.
- Apprenticeships are available in a wide range of occupations and industries. We make sure that every apprenticeship is relevant and appropriate both for the apprentice and for your business.



Becoming an **APPRENTICE**

So you go to work, get paid and do a qualification at the same time

You'll spend a minimum of a year completing your apprenticeship depending on the level and occupation. As an apprentice, you'll work at least 30 hours a week so there's every chance to work alongside and learn from more experienced colleagues.

So how much will you be paid?

You're entitled to the relevant apprenticeship national minimum wage. The minimum wage for apprentices is £3.90 per hour (as of April 2018), but many employers pay more than this. This is dependent on the sector, region, age and apprenticeship level. For example, some higher apprentices can be paid as much as £300 – £500 per week.

Being at work

Your employer has an essential part to play in developing and delivering your apprenticeship programme. You'll receive on the job training relevant to your apprenticeship programme. You will also be supported by us to complete your apprenticeship qualification.

This is very different to school. It's a great opportunity to sample new experiences and develop new skills – not only ones to do with your job role but other useful ones for a future career that can include team working, dealing with customers or suppliers, problem solving and much more.

What kinds of apprenticeships are available?

There are hundreds of different types of apprenticeships available covering a wide range of occupation areas. Usually the level you start at depends on your existing levels of qualifications and your work experience. So the choice is yours! Apprenticeships are a fantastic way of starting your career, so what are you waiting for? Get in touch!



Higher Apprenticeships - the alternative way to get a degree!

These apprenticeships provide an alternative to university if you want to continue with your education whilst working in your chosen career. There's the chance to get ahead of your peers at university as you gain applied work experience. They're proving increasingly popular as you earn while you learn, plus there are no tuition fees. Many different subjects are already covered, representing a wide variety of job roles.

- Levels 4 and 5 are equivalent to a higher national diploma or a foundation degree.
- Level 7 is equivalent to a master's degree.

Working towards a useful qualification

We have a key role to play in providing off-the-job training, assessing your progress towards achieving your qualifications and supporting you generally during your apprenticeship.

We work very closely with your employer to make sure you receive:

- An induction programme when you start
- A detailed training plan
- Regular progress reviews
- Opportunities to put into practice off-the-job learning so you can achieve your qualification(s)
- Mentoring and general support throughout your apprenticeship.



“ Get ahead of your peers at university as you gain applied work experience. ”

How to apply for an Apprenticeship

To start an apprenticeship, you'll need to be:

- 16 or over
- Living in England
- Not in full-time education

To apply you can:

- Contact us directly
- Check out apprenticeships on-line, where you can find a whole range of apprenticeship opportunities
- You can attend one of our open events – check the website for details | buckscollegiegroun.ac.uk

Becoming an **EMPLOYER**

The benefits of employing Apprentices

As an employer who offers apprenticeships you can benefit from:

- Attracting new talent to your business (succession planning for the future of your business).
- Shaping young people into the kind of employees that you need.
- Better skilled and qualified employees.
- Committed staff, who recognise the investment you have made in them.
- Retaining staff, including allowing them to re-train into new roles, giving them the opportunity to progress in the organisation.

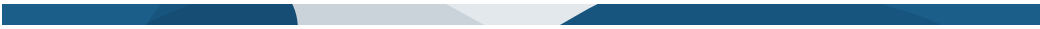
The Employers Responsibilities

As the employer you must give your apprentice an induction into their role and provide on-the-job training.

You are responsible for paying your apprentice's wages and issuing their contract of employment. Please visit the link below to see current wage structures:

<https://www.gov.uk/national-minimum-wage-rates>

As an employee, the apprentice receives the same benefits as other employees. By employing an apprentice, you have certain requirements to meet.



All apprentices must have an Apprenticeship Agreement in place between the employer and the apprentice, if the apprentice is under the age of 18 their parent or guardian must also sign.

What funding is available to an employer towards the training costs of an apprenticeship?

In spring 2017 the way the government funds apprenticeships in England changed. Some employers will be required to contribute to a new apprenticeship levy, and there will be changes to the funding for apprenticeship training for all employers.

Who will pay the levy?

Who will pay the levy? Here's a list of the things you need to know:

- The levy will apply to all UK employers in both the private and public sectors, regardless of whether or not they have apprentices. It will be payable on annual pay bills of more than £3 million.
- The levy will be at a rate of 0.5% of the employer's wage bill. The wage bill is defined as 'total employee earnings' of every employee. Employers will have a fixed annual allowance of £15,000 to offset against their levy payment.
- To make the most out of the levy, employers can either hire apprentices or upskill their current workforce.
- Levy funding can only be spent on apprenticeship training and assessment with approved providers like BCG.
- The way in which apprenticeships are delivered is changing. Employers' funding for apprenticeships in England will be made available via a new Digital Apprenticeship Service account (similar to online banking). The government will apply a 10% top-up to monthly funds going into levy paying employer's digital accounts.

What about non-levy paying employers?

Here's a list of the things you need to know:

- If you do not have a £3 million wage bill you will not pay the levy; however, this does not mean that you cannot access apprenticeship funding.
- Government will pay a 90% contribution to the cost of any apprenticeship programme you choose. You will be required to contribute 10% of the total cost. This will be across the lifetime of the apprenticeship.
- Under the Digital Apprenticeship Service, you will still be able to choose a training provider, advertise vacancies and select an assessment organisation.
- Apprentices don't have to be new employees. They can be existing employees who undertake apprenticeship training for development purposes or to progress within your organisation.
- If you are an employer with less than 50 employees and are recruiting a 16-18-year-old apprentice, you will not be required to make any cash contribution. Employers will also receive a £1,000 incentive payment, to be paid through the provider, for hiring a 16-18-year-old apprentice.

How to recruit an Apprentice

Buckinghamshire College Group can help you with apprentice recruitment by:

- Finding suitable candidates
- Creating job descriptions
- Advertising your vacancies
- Screening applicants and interviewing eligible applicants if needed
- Matching applicants to your job description and finding the most suitable apprentice for your company.
- Helping you with upskilling your current workforce. We can support with wider workforce development provision (outside of Apprenticeships).

All apprentices are monitored and supported to ensure they make timely progress.

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Shaping young people into the kind of employees that you need.

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For more information on Apprenticeships [apprenticeships.gov.uk](https://www.apprenticeships.gov.uk) or contact the relevant department using the contact details below:

Admissions

admissions@buckscollegigroup.ac.uk

01296 588 595

Apprenticeships

apprenticeships@buckscollegigroup.ac.uk

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Buckinghamshire
College Group



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