



# APPRENTICESHIP GUIDE FOR EMPLOYERS





# What are the main responsibilities of the EMPLOYER?

## Off-job training;

As an employer you are legally obliged to allow the apprentice at least 20% of their paid hours as 'off the job' training. This may include day or block release to the training provider. As an employer you are required to evidence an agreed plan for how the 'off the job' training will be achieved, at the planning stage via a commitment statement between yourself, the learner and the training provider.

## Apprenticeship Funding Rules for Employers;

As an employer you are required to comply with the funding rules for employers. These should be read prior to or before finalising your apprenticeship sign up and commitment statement.

<https://www.gov.uk/guidance/apprenticeship-funding-rules-for-employers>

## Salary

Apprentices must be paid at least the national minimum wage during their placement. Apprentices who are under 19, or who are over 19 and in the first year of their apprenticeship, must be paid at least the national minimum wage for apprentices. For more information, please visit <https://www.gov.uk/national-minimum-wage-rates>

## Contract of employment

Employers should provide a contract of employment which sets out the employment rights, responsibilities and duties. Apprentices must be aware of the organisational policies and will need to read and understand those policies that relate to Health & Safety, Equality & Diversity (including the promotion of British values), safeguarding and the Prevent Duty.

## Working hours

Employers must employ apprentices for a minimum of 30 hours per week or extend the length of time the learner remains on programme in line with the hours worked.

## Apprentices receive the same benefits as other employees

Apprentices are entitled to paid holidays from their first day of their employment. The minimum statutory entitlement is currently 28 days including bank holidays. \*  
\*<https://www.gov.uk/take-on-an-apprentice>



# What are the main responsibilities of the MENTOR?

## Support the programme

Employers should provide a contract of employment which sets out the employment rights, responsibilities and duties. Apprentices must be aware of the organisational policies and will need to read and understand those policies that relate to Health & Safety, Equality & Diversity (including the promotion of British values), safeguarding and the Prevent Duty.

## Feed back to the apprentice

Mentors should provide regular feedback to the apprentice on their performance in their job, in order to support their development and ensure they have the necessary skills and knowledge for their job role and apprenticeship.

## Use an adaptive management approach

Although apprentices are to be managed in the same way as any other member of staff, an apprentice might be a young person who may be working in their first job role. If this is the case, the line management of the apprentice may need a more hands-on approach during their first few weeks at work.

## Set objectives

When setting objectives for the apprentice through the business's usual review processes, it is important that one of the apprentice's objectives is linked to the successful completion of the apprenticeship and the development of the skills, behaviours and competencies they must evidence. It is important that the mentor remains continually aware of the apprentice's progress throughout the apprenticeship.

## Monitor progress

The mentor will be given access to management information to show the learner's progress and will work with Football Family in partnership to support the apprentice's success. The mentor will take an active role within progress reviews and reflect on the impact the programme is having on both the learner as an employee and the organisation.

## Manage the apprenticeship

Mentors must ensure they make the business aware if there is any risk that the apprentice will not complete their apprenticeship on time. For example, if there are issues with performance in role, or if there are critical changes to the role or business.

## Agree an action plan

Mentors must use the standard business policies and procedures in managing the apprentices. The mentor should discuss and agree an action plan with the apprentice and training consultant to ensure ongoing progress, development and exposure to new skills.

## Take part in the induction

The mentor should be involved in the apprentice's induction to the programme, working with Football Family to clearly set out the business expectations.



# *What are the main responsibilities of the APPRENTICE?*

## **Attend scheduled formal reviews**

This involves the apprentice, line manager and training consultant. These reviews are an opportunity for all three parties to reflect on the apprentice's progress and consider the next phase of learning.

## **Be self-sufficient**

Apprentices must be responsible for their own learning and development and for ensuring that they are always working to the best of their ability.

## **Be responsible**

Apprentices must be diligent and punctual and must behave in a responsible manner in accordance with the requirements of health and safety, safeguarding, prevent and equality and diversity legislation relating to the learner's responsibilities as an individual.

## **Attend regular teaching and learning / review activities**

The teaching and learning/review activities are determined at the start of the programme between the employer, learner and training provider at the start and formulate the initial Individual Learning Plan (ILP).

## **Allow access and share learning**

Apprentices must allow the provider to access and share their learning records (LRs) for the purposes of administering the specified apprenticeship.

## **Think about the business with 'Respect to Business'**

During the programme, apprentices should consider how they can best develop their skills to enhance their role and have an impact on the business.

## **Think about the employer**

Apprentices should always promote the employer's best interests.



# What are the main responsibilities of the TRAINING CONSULTANT?

Football Family will assign a Training Consultant to support and guide the apprentice and their line manager through the apprenticeship journey. The Training Consultant will regularly visit and communicate with the apprentice within the workplace to provide learning support, carry out assessments and observations and review the evidence gathered by the apprentice. The Training Consultant will ensure that the apprentice remains on track with their apprenticeship and completes it to the required timescale.

## Ensure standards

Training Consultants must ensure the apprenticeship is achieved to the required standard and on time.

## Provide materials needed

Training Consultants must provide all the required learning materials for the apprenticeship.

## Provide support

Training Consultants should work in partnership with the employer to best support the learner to reach success, mapping out the Individual Learning Plan (ILP) to show teaching and learning and workplace mentoring activities on and off-the- job.

## Regular reviews

Training Consultants should carry out regular reviews with the apprentice and line manager, discussing the apprentice's progress.

## Ensure personal learning plan goals

Training Consultants must endeavour to ensure that the employer provides the learner with the facilities, training and workplace opportunities necessary to achieve the outcomes as specified in the learner's personal learning plan.

## Organise induction

Training Consultants must provide a comprehensive induction for the apprentice and the line manager as part of the first visit. This will include an in-depth Information, Advice and Guidance session.

## Organise meaningful learning activities

Training Consultants must agree and deliver a programme of training and learning sessions with the apprentice and regular meetings with the apprentice and their line manager.

## Set the course of study

Training Consultants must provide learning, support and guidance to the apprentices by setting the apprentice's course of study and agreeing deadlines for completion.

## Raise any concerns

Training Consultants should let the employer know of any concerns or issues they have in relation to the apprenticeship. This also includes any safeguarding/ prevent concerns.

## Set the course of study

Training Consultants should work through the learner's Individual Learning Plan (ILP) to map out their teaching and learning. This will also include the 20% off-job training that is required as part of their programme.





# Employer Engagement

Employers play an important role in ensuring the success of any learning programme. We want to involve you in shaping, developing and improving our learning programmes and learning delivery. Football Family is committed to the implementation of a coherent strategy of employer engagement. The aim is to foster strong and long-lasting relationships with employers, involving effective participation and feedback in our continuous improvement process. A variety of methods are used to support employer engagement:

- **EMPLOYER SURVEYS**

- a system of regular surveys of employer needs and satisfaction. The results of surveys are evaluated and used to inform improvements in learning provision.

- **FACE-TO-FACE INTERVIEWS**

- staff will undertake face-to-face meetings with employers via the internal quality assurance process

- **ONLINE/TELEPHONE QUESTIONNAIRES**

- employers may be invited to complete online or telephone questionnaires in order to gauge satisfaction and encourage feedback.

- **EMPLOYER INVOLVEMENT IN DECISION-MAKING**

- when any changes are planned that may affect the employer or the learner, employer input will be sought in relation to proposed changes prior to implementation.

- **EMPLOYER CONTACT**

- employers will have a single point of contact in order to provide clear communication paths, address their needs and gather feedback.

- **'YOU SAID - WE DID'**

- feeding back to employers is an important part of the Employer Engagement Strategy and 'You said - We did' communications endeavour to ensure employers are kept fully informed of actions taken as a result of their feedback.

- **COMPLAINTS PROCEDURE**

- a comprehensive complaints procedure is in place. Employers are made aware of this upon the initial visit and told how to access it, should they wish to make a complaint at any time.

# *The Digital Apprenticeship Service (Levy Paying Employers Only)*

From April 2017 the way the Government funds apprenticeships changes for all organisations with an annual pay bill greater than £3 million, through the introduction of the Apprenticeship Levy.

You will pay the Apprenticeship Levy each month through your PAYE process in the same way you pay Income Tax or National Insurance contributions.

Your payroll or finance department will have been sent your Government Gateway login details to set up your Digital Apprenticeship Service (DAS).

Once your DAS has been set up you will be able to:

- Input staff details and the programmes you wish to deliver
- choose the training provider(s) you want to deliver the training
- choose your End-Point Assessment organisation
- post apprenticeship vacancies
- confirm the price you've agreed with your training provider(s)
- stop or pause payments (for example, if your apprentice stops their training takes a break, or you haven't received the service expected)
- authorise payments to your chosen training provider(s).

# *Using Your Account*

When you have declared your Levy for the month you will see the balance in your account at the end of the following month. To enable you to sign into your account you will need to accept an Education & Skills Funding Agency (ESFA) Agreement, which you can access via your DAS or this link: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/603864/agreement-pdf.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/603864/agreement-pdf.pdf)

Once you have accepted your agreement with ESFA you will be able to authorise payments for apprenticeship training and End-Point Assessment (EPA) with the training providers you have chosen to manage your apprenticeships. Each provider has a unique UKPRN Number. To ensure you pay the right provider, the Football Family Limited UKPRN number is: 10082555.

If you do not have enough funds in your account to pay for training in any given month, you will be required to co-invest with the government. This means you will pay 5% of the outstanding balance for that month, and the government will pay the remaining 95% up to the funding band maximum. If costs agreed with your provider are over the maximum cap, then you must pay the difference out of your own budget.

If you have overpaid your Levy in any month but are still in credit at the end of the tax year, you will receive a refund as a PAYE credit. Apprenticeship Levy payments are a deductible expense for the purposes of Corporation Tax.

# *Your step-by-step guide to using the Digital Apprenticeship Service*

By October 2020, the DAS system will be the only way to access, manage and allocate apprenticeship funding so it is a good idea to set up an account now to start understanding your apprenticeship funding.

## **Advantages to registering on DAS:**

- You will have access to the DAS system with all the tools and functionality currently only available to large levy employers.
- You can benefit from free recruitment advertising on the government website
- Access to tools to enable you to plan your apprenticeship funding in advance.

## **What you will need to register online:**

- Valid email address
- Government Gateway Credentials (Organisational Level)
- Account office Reference Number
- PAYE Reference Number
- Companies House Number
- Charity Number (if applicable)
- Public Body Name



# FAQS

## WHAT IS AN APRENTICESHIP?

Apprenticeships are training programmes which lead to nationally recognised qualifications, designed by employers for employers. They are a combination of on-the-job and off-the-job learning.

## WHAT SECTOR-SPECIFIC APPRENTICESHIPS ARE AVAILABLE?

Business administration, business management, team leading, customer service, retail, sales, schools and we'll be adding even more to our portfolio very soon.

## HOW LONG DOES THE APRENTICESHIP TAKE?

Apprenticeships take a minimum of twelve months to complete, with Advanced Levels sometimes taking up to twenty-four months.

## DO I HAVE TO PROVIDE A CONTRACT OF EMPLOYMENT?

Yes. An apprentice is classified as an employee of your business; therefore, they will fall under all your company policies and procedures.

## HOW WILL I KNOW HOW MY STAFF ARE PROGRESSING?

After the first 3 months, your training consultant will review and discuss the progress of all learners on the programme to date. We do reserve the right, at this stage, to withdraw any learners we feel are not fully engaged, have missed a number of scheduled sessions, or have not produced work at the required standard. Following this review, we will return every 10 -12 weeks to discuss progress with the learner's line manager or alternative contact. We also use an online e-Portfolio, from which we can send you progress reports as required.

## DOES THE APPRENTICE HAVE TO ATTEND COLLEGE OR TRAINING DAYS OFF-SITE?

The qualification can be delivered at your workplace and, for some sectors, we can also deliver off -site training, if appropriate and available in your area. You will be assigned a training consultant to guide you and the learner through the apprenticeship.

## DO I HAVE TO PROVIDE ANY TRAINING?

The only training you will have to provide is initial health and safety workplace training and any job- specific or mandatory training for the role.

## WHAT ABOUT HOLIDAY ENTITLEMENT?

Apprentices are entitled to the same holidays as other employees within your business - the minimum being 20 days plus bank holidays.

## WHAT HOURS CAN AN APPRENTICE WORK?

Most apprentices work a minimum of 30 hours per week (excluding meal breaks). They can work shift patterns and weekends to fit your business needs. There are some exceptions to this for certain sectors, which we can advise on.

## WHAT IF TAKING ON AN APPRENTICE DOES NOT WORK OUT AS EXPECTED?

The apprentice is under a contract of employment with you; therefore, you will be able to engage your usual disciplinary procedures if required. It is advisable to include a probation period in any contract of employment.

## WHAT HAPPENS ONCE THE LEARNER HAS COMPLETED THEIR APPRENTICESHIP?

You will be able to evaluate the apprentice's salary depending upon their suitability to the role. You can also consider an Advanced Apprenticeship option for progression onto Level 3 qualifications, higher or degree levels - or simply make the most of your newly qualified employee.



A word cloud on a black background, featuring a faint image of a graduation cap. The words are in white and vary in size and orientation. The most prominent words are EDUCATION, LEADERSHIP, LEARN, SKILLS, and DREAMS. Other visible words include: SUCCESS, FREEDOM, GOALS, WORK, RESEARCH, COMPETITION, GRADUATION, SOCIAL, INDEPENDENCE, FUTURE, YOUTH, OPPORTUNITIES, HARDWORK, CLASS, EMPLOYMENT, MENTOR, STUDENTS, TEACHER, DEDICATION, COMMITMENT, PRESSURE, YOUNG, CHALLENGE, AWARDS, TUITION, LECTURER, COLLEGE, GUIDANCE, SCHOOL, EXPERIENCE, FOCUS, TECHNOLOGY, HOLIDAYS, TEST, HOPE, ASSIGNMENT, STUDY, DORM, HOBBY, IDENTITY, SCHOLARSHIP, JOB, FUN, UNIVERSITY, LABORATORY, SMART, AMBITION, RELATIONSHIP, EXTRACURRICULAR, BOOKS, OCCUPATION, CREDIBILITY, FRIENDSHIP, and DEDICATION.