



EMPLOYER GUIDE   
TO APPRENTICESHIPS



## STRUGGLING TO RECRUIT NEW TALENT?

Apprenticeships could be the solution to your business needs. With over 1000 employers across diverse industries and sizes choosing us to deliver apprenticeships tailored to their requirements, we offer a wide range of options.

From Business Administration to Carpentry, Bricklaying, Property Maintenance, Early Year Practitioner, Teaching Assistant, Motor Vehicle, and more, there's likely an apprenticeship available for any role you can think of.

This guide aims to provide a comprehensive overview of apprenticeship mechanics and the extensive selection of programmes we offer.

# WHAT IS AN APPRENTICESHIP

An apprenticeship is a real job combined with a training programme.

- » Apprenticeships are designed by industry experts and employers.
- » They take between one and five years to complete, depending on the level and programme
- » Anyone over the age of 16, not in full-time education and living in England can become an apprentice
- » Apprentices are considered employees, receiving a salary and entitlements such as holiday and sick leave, just like any other employee in the organisation
- » Small, Medium and Large businesses from all industries can hire an apprentice
- » Financial support is available for qualifying employers
- » All employers will need to have a Digital Apprenticeship Service Account; we can create your account for you

**Apprenticeships are the number one choice for employers who want to develop a motivated, skilled and qualified workforce\***

# WHO ARE APPRENTICESHIPS FOR

Finding people with the right skills can be challenging for an employer. Employing an apprentice can be a great solution as they learn on the job and bring new skills and a fresh perspective to your business. Hiring and looking after your apprentice need not be daunting. Our team of experts will advise you throughout and tailor apprenticeship programmes to meet your unique requirements.



## Existing staff

Providing apprenticeship opportunities to your current staff is an excellent investment in their growth, enhancing their expertise and capabilities while advancing their careers, thus fostering a sense of appreciation. Notably, there's no need for role or salary adjustments, provided their participation directly corresponds to the apprenticeship programme they intend to pursue.



## Managers

Degree apprenticeships – which are equivalent to a Bachelor's or Master's degree – are a fantastic route for professionals to gain qualifications in their industry. We now offer a Chartered Management Degree Apprenticeship. This is perfect for new managers looking to develop higher level leadership and management skills.



## New recruits

Introducing an apprentice into your business is a fantastic way to infuse fresh talent. As apprenticeships gain increasing recognition as highly esteemed on-the-job training opportunities, they attract individuals from diverse age groups and backgrounds.

We offer a professional recruitment service at no cost to you, dedicated to sourcing and matching your business with ready-to-work candidates who perfectly fit your needs.

Call 020 3954 4965

email

[Apprenticeships@LSEC.ac.uk](mailto:Apprenticeships@LSEC.ac.uk)



## THE BENEFITS

The benefits of apprenticeships have moved on from what they used to be and are an exciting option for both the apprentice and employer.

Here are some of the benefits that apprenticeships can contribute to your organisation.

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### ■ Improve productivity

Apprentices can bring enthusiasm, new ideas and a fresh perspective to your business, which can help to boost overall productivity.

### ■ Government funding

You may be eligible for Government funding to cover some or all training costs.

### ■ Invest in the future

Apprenticeships are an excellent way to support succession planning, by training new or existing staff to fill leadership positions.

### ■ Increase staff retention

Apprentices are likely to feel satisfied and integrated into your business, so are likely to stay with you for longer in the future.

### ■ Flexible training

Apprenticeships can start throughout the year and can be tailored to specific job roles, making them flexible to the needs of your business.

### ■ Address skill shortages

Apprenticeships can help you develop the specialist skills you need to keep pace with the latest technology and working practices in your sector.

# THINGS ■ YOU SHOULD KNOW

01

## **Apprenticeship standards**

Apprenticeship standards outline the knowledge, skills, and behaviours expected to be acquired by apprentices, with robust support through employer engagement and tripartite progress reviews. Employers have a key role to play throughout the learning programme and the line manager is an essential element to the timely success of an apprentice. We involve you from the onset and you play an active part throughout.

02

## **Off-the-job training**

Apprentices must have a minimum of six hours weekly dedicated learning time. This is time spent by apprentices completing learning and training activities specifically to their apprenticeship qualification. Although the training is referred to as 'Off-the-Job' the majority of this work is likely to be completed on-site with the employer.

03

## **Maths and English**

If not previously attained, apprentices will be required to undergo training to fulfil the minimum English and maths requirements for each apprenticeship standard. For Level 2 Apprenticeships, they must attain Level 1 and strive towards achieving Level 2. For Level 3 and beyond, they must attain Level 2 in Maths and English. Additionally, learners will persist in refining their English and maths skills throughout the programme.

04

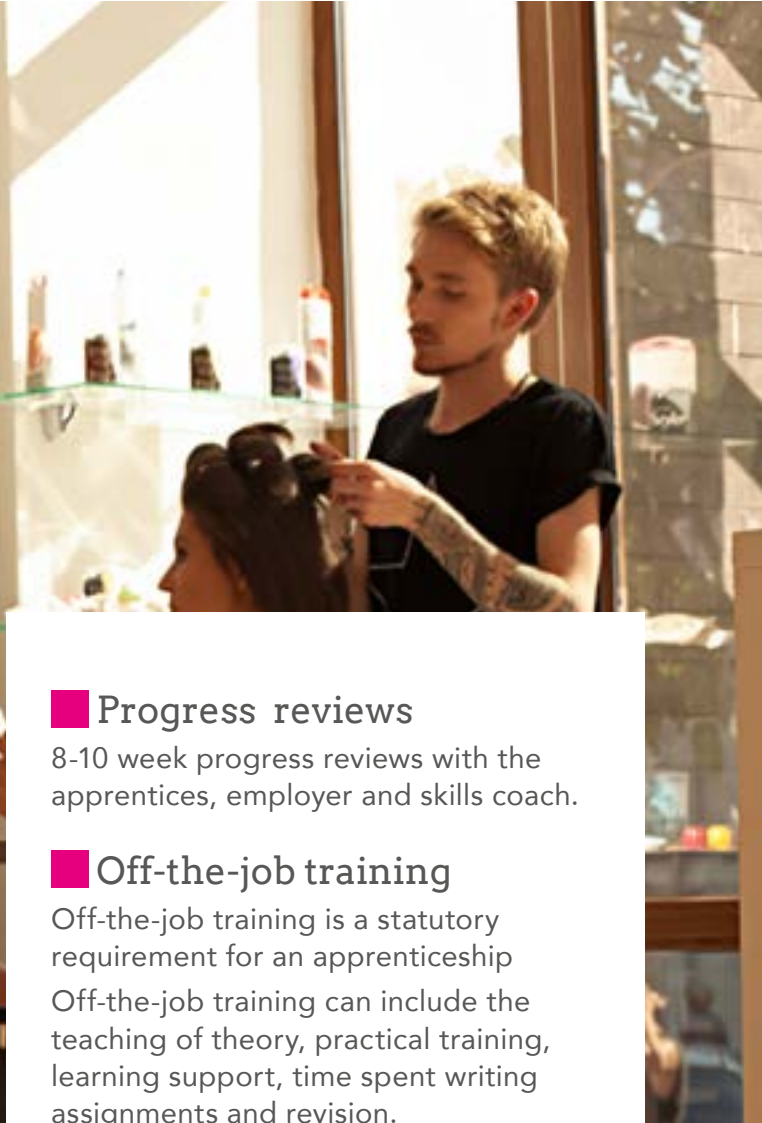
## **Prior learning**

Prior learning assessments check whether the individual has any existing qualifications that can reduce the training an apprentice will need to undertake to successfully achieve their apprenticeship. This can result in a reduction of the total duration.

05

## **End-point assessment (EPA)**

The Gateway and External End-Point Assessment (EPA) processes represent pivotal stages in an apprentice's journey. Preceding the EPA, a tripartite gateway meeting with the employer, apprentice and skills coach is required to demonstrate the fulfilment of the apprenticeship standard requirements. The tripartite Gateway meeting acts as a crucial checkpoint prior to the EPA, affirming that your employee has satisfied all aspects of their apprenticeship and can perform tasks confidently and thoroughly meeting industry standards. On approval of the gateway, apprentices begin their EPA journey to showcase their proficiency in executing tasks confidently and comprehensively as outlined by the EPA requirements of the standard.



# APPRENTICESHIP REQUIREMENTS AND PROCESS

## ■ Progress reviews

8-10 week progress reviews with the apprentices, employer and skills coach.

## ■ Off-the-job training

Off-the-job training is a statutory requirement for an apprenticeship. Off-the-job training can include the teaching of theory, practical training, learning support, time spent writing assignments and revision.

## ■ Workplace training

Training which is received by the apprentice in the workspace, during the apprentice's normal working hours. This is for the purpose of achieving the knowledge, skills and behaviours of the apprenticeship they are undertaking. By normal working hours we mean the hours for which the apprentice would be paid, excluding overtime.

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# FUNDING

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## ■ Levy Payer

If your annual payroll is £3 million or more you will pay into the apprenticeship levy, which can be used to fully fund an apprenticeship

## ■ Co-funded

If your annual payroll is less than £3 million or you overspend your levy, you will pay up to 5% towards the cost of an apprenticeship and the government will pay 95%

## ■ Fully Funded

If you employ fewer than 50 staff and your apprentice is aged 16-21 or 19-24 with an EHC plan, you will not need to pay towards the cost of an apprenticeship

**If your apprentice is aged 16-18 or 19-24 with an EHC plan you will be eligible for a £1,000 government incentive.**

**78% of employers said  
apprenticeships  
improved productivity\***



# APPRENTICESHIP LEVELS EXPLAINED

We deliver apprenticeships across a range of levels to suit a variety of job roles, creating a ladder of opportunity for new and existing staff. Training is delivered - both face-to-face and online, with access to an e-portfolio. Employers will receive a demonstration of the platform so they can support their apprentices and monitor their progress.

## Level 02

### Intermediate Apprenticeship

Duration: 12-18 months  
Equivalent to 5 GCSEs 9-4

## Level 03

### Advanced Apprenticeship

Duration: 12-48 months  
Equivalent to 2 A levels

## Level 04,05,06,07

### Higher & Degree Apprenticeship

Duration: 24+ months  
Equivalent to foundation degree level+

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## WHY CHOOSE US

1. We are proud to be one of the largest apprenticeship training providers serving Greenwich, Bromley, Orpington and Bexley
2. We provide personalised pastoral support to all learners, ensuring they receive tailored guidance and assistance throughout their journey
3. We design and deliver bespoke apprenticeship programmes, tailored to meet the specific needs and goals of our employers and their apprentices
4. We have access to a vast talent pool of prospective apprentices, ready to embark on their career journey
5. More than 1000 employers, from all industries and sizes, choose us as their apprenticeship training provider

# OUR APPRENTICESHIP OFFER

We are dedicated to providing professional, high-quality apprenticeships from our campuses situated in Orpington, Bromley, Holly Hill, Greenwich and Bexley. This wide array of locations affords you the flexibility to select the apprenticeship programme that aligns perfectly with your business requirements.

<b>APPRENTICESHIP SECTORS</b>	<b>STANDARD/ FRAMEWORK</b>	<b>LEVEL</b>	<b>DURATION</b>	<b>LEVY EMPLOYERS</b>	<b>NON-LEVY EMPLOYERS</b>
<b>LEADERSHIP AND MANAGEMENT</b>					
Operations/Departmental Manager	Standard	5	33	£7,000	£350
Team Leader/Supervisor	Standard	3	18	£4,500	£225
Associate Project Manager	Standard	4	27	£6,000	£300
<b>LEGAL, FINANCE AND ACCOUNTING</b>					
Accounts / Finance Assistant	Standard	2	15	£6,000	£300
Assistant Accountant	Standard	3	21	£12,000	£600
<b>BUSINESS AND ADMINISTRATION</b>					
Business Administrator	Standard	3	21	£5,000	£250
Customer Service Practitioner	Standard	2	15	£3,500	£175
Customer Service Specialist	Standard	3	18	£4,000	£200
<b>DIGITAL AND IT</b>					
Digital Marketer	Standard	3	21	£11,000	£550
Information Communication Technician	Standard	3	21	£15,000	£750
<b>EDUCATION AND CHILDCARE</b>					
Early Years Practitioner	Standard	2	18	£4,000	£200
Early Years Educator	Standard	3	21	£6,000	£300
Teaching Assistant	Standard	3	26	£7,000	£350
Learning and Skills Teacher	Standard	5	21	£7,000	£350



## APPRENTICESHIP SECTORS

STANDARD/  
FRAMEWORK

LEVEL

DURATION

LEVY  
EMPLOYERS

NON-LEVY  
EMPLOYERS

### CONSTRUCTION AND PROPERTY SERVICES

Demolition Operative	Standard	2	27	£18,000	£900
Bricklayer	Standard	2	27	£13,000	£650
Carpentry and Joinery	Standard	2	27	£13,000	£650
Construction Site Supervisor	Standard	4	39	£9,000	£450
Quantity Surveying Technician	Standard	4	27	£9,000	£450
Ground Worker	Standard	2	21	£9,000	£450
<b>HAIR AND BEAUTY</b>					
Hair Professional	Standard	2	27	£11,000	£350
Advanced Hair Professional	Standard	3	15	£5,000	£250

# WHAT IS THE DIGITAL APPRENTICESHIP SERVICE



The Digital Apprenticeship Service (DAS) is a vital tool provided by the Government to facilitate the management of apprenticeship programmes. As an employer engaging in apprenticeships, using the DAS can streamline your administrative tasks and enhance your overall apprenticeship experience. Below are key points to help you navigate DAS effectively.

**Registration and Account Setup:** To access the benefits of the DAS, you will need to register and set up an account. This process involves providing essential details about your organisation and creating login credentials.

Sign into your apprenticeship service account at - GOV.UK ([www.gov.uk](http://www.gov.uk))

**Funding and Payments:** One of the primary functions of the DAS is managing funding for apprenticeships. Through the service, you can access funding contributions, make payments to training providers, and track your financial commitments.

## **Employers who pay the apprenticeship levy**

Employers access government funding for apprenticeships through their apprenticeship service account. The amount of funding that an employer paying the apprenticeship levy can access is linked to:

- the value of their levy contributions
- the proportion of employees living in England
- a government top-up

We calculate the amount of funds each employer will have available to spend in England using data that HMRC holds about the home addresses of employees. HMRC works out the proportion of each employer's pay bill that is paid to employees living in England for each PAYE scheme.

Employers continue to receive a 10% top up to monthly funds entering an account. The level of funding that enters an employer's account each month is:

- monthly levy paid to HMRC
- multiplied by the proportion of the pay bill paid to the workforce living in England
- plus a 10% government top-up on this amount

When an employer first sets up an account on the apprenticeship service, funds will enter their account immediately. We base these funds on the employer's valid levy declarations to HMRC to date, up to a maximum of two years in arrears. After this, funds will enter accounts monthly.

### **Availability of funds in accounts**

Employers can spend their funds on their own apprenticeship training and assessment cost or transfer them to another employer.

After 24 months, funds become unavailable to use and are removed from accounts. This is so levy-paying employers cannot accrue large balances, with the potential to create financial commitments that the government has not planned to meet.

The oldest funds remaining in an account will be removed each month on a 'first-in, first-out basis'. This will minimise the potential for funds to be removed. For example, if in the latest month, the employer spends the same or more than the funds that entered the account 24 months earlier, no funds will be removed.

We do not anticipate that all employers who pay the levy will need or want to use all of the funds in their accounts, but they are able to. Any unused funds, including those that are removed from accounts, support:

- new starts with non-levy paying employers
- new starts with levy paying employers who spend more than the funds available in their accounts
- existing apprenticeship learners

### **Transfers**

Employers can transfer unused funds in their account to any number of other employers, for any number of apprenticeships. They can transfer up to the annual maximum transfer allowance of 50%. For example, employers could transfer funds to other employers in their supply chains or work with regional, local or sector partners.

Employers can transfer unspent levy funds to other employers via the online pledge function within their apprenticeship service account. Employers can specify the amount of their funds available for transfer. They can also define the criteria of the apprenticeship they wish to support.

This pledge is then advertised on search funding opportunities. This enables other employers, training providers and intermediary bodies to see what opportunities are available. Potential receiving employers will be able to apply for these pledges via their apprenticeship service account.

Alternatively, if an employer already knows who they want to send a transfer to, then this can be done via a direct transfer connection.

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email

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Employers can use transferred funds to pay for the training and assessment cost (up to the funding band maximum) of their apprenticeship. The sending employer and the receiving employer need to agree the details of the transfer, for example:

- which apprenticeship standards
- how many apprentices
- the training and assessment costs

This can be done either via a direct transfer connection or an approved pledge application. The transfer amount should cover 100% of the eligible training and assessment costs, up to the funding band maximum of the apprenticeship.

By agreeing to fund an apprenticeship with a transfer, the sending employer is committing to fund the apprenticeship over its entire duration until completion. They will need to ensure that they will have enough transfer allowance to cover these costs over the relevant number of years.

The sending employer will not be able to stop payments once they have approved the apprenticeship on the apprenticeship service. We will deduct transfer payments from their levy account first, before to their own apprenticeships.

If you are a sending employer with existing transfer commitments, you will also be able to receive transferred funds to take on new apprenticeship starts.

Employers need to take account of subsidy control rules when receiving funds from other organisations. A percentage of all the funds received as a transfer may fall within the scope of subsidy control. This represents the amount of co-investment that the employer would otherwise have had to contribute towards the apprenticeship if they had not received funds.

For starts funded through a transfer, 5% may fall within the scope of subsidy control. For further information on subsidy control, contact the UK Subsidy Control Team at the Department for Business and Trade.

### **Employers who do not pay the apprenticeship levy**

Employers can benefit from significant government funding to support their commitment to apprenticeships if they:

- do not pay the levy
- want to invest more in apprenticeship training and assessment than they have available in their apprenticeship service accounts

These employers must make a financial contribution, called a 'co-investment', alongside this government funding. This cash contribution towards the cost of training, by the employer, is essential to increase quality and employer engagement. Employers make their co-investment payments directly to the training provider.

The current rate of co-investment is 5% of the total price of the apprentice's training and assessment costs (up to the funding band maximum). The government covers the remaining 95% of the cost.

### **Skills Coach**

The College will assign each apprentice a dedicated, occupationally competent Skills Coach, who will provide guidance and support throughout the Apprenticeship. Skills Coaches will deliver training at a frequency appropriate to individual learner need (at least every 4 weeks) and embed contextualised English/ maths delivery as part of curriculum teaching and learning. Other members of the team may, on occasion, accompany the Tutor to sessions with your apprentices, or visit your company to speak to apprentices, supervisors or mentors for support and quality assurance purposes.

### **English and Maths Support**

Where additional English and/or maths support is identified at initial assessment, or at any point during programme delivery, one of London South East Colleges' dedicated skills specialists will provide apprentices with 1:1 support.

### **Workplace Mentor**

We strongly recommend you provide new apprentices with a workplace mentor, especially if they are aged 16-24. Mentors are in a position of trust and provide a role model/additional support to new apprentices, helping them to achieve and succeed. They help apprentices to understand their role in the organisation and how they may progress in their career and provide support with any problems, issues, concerns or challenges they may have. In many cases, your apprentice's workplace mentor may be their manager/supervisor, and as such, they will also supervise the apprentice's work and the activities which will support their learning.

### **Workplace Manager/Supervisor**

Your apprentice's manager/supervisor will work with the College's Skills Coach to support the apprentice throughout their programme. The manager/supervisor will have regular meetings with the apprentice and the College's Skills Coach and will:

- supervise the work of the apprentice
- work with the apprentice to set objectives and provide feedback on how the apprentice is progressing towards those objectives
- work with the Skills Coach in the negotiation/setting of work-based projects or assessments where this is required
- work with the Skills Coach to resolve any issues (e.g. the apprentice's workload, attendance etc), which may affect the apprentice's ability to successfully complete their programme
- participate in progress reviews, with the Skills Coach including discussion regarding the setting of targets.

Call 020 3954 4965

email

[Apprenticeships@LSEC.ac.uk](mailto:Apprenticeships@LSEC.ac.uk)

# OUR CAMPUSES

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Bromley Campus  
Rookery Lane  
Bromley  
BR2 8HE

Holly Hill Campus  
Upper Holly Hill Road  
Belvedere  
DA17 6JG

Orpington Campus  
The Walnuts  
Orpington  
BR6 0TE

Bexley Campus  
Walnut Tree Road  
Erith  
DA8 1RA

Greenwich Campus  
95 Plumstead Road  
London  
SE18 7DQ

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