



Employer Guide to Apprenticeships

Making apprenticeships a key part of your recruitment strategy, driving the growth of your business.



St Helens College



Apprenticeships

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Welcome to St Helens College

Providing quality education since 1896, St Helens College is one of the largest college apprenticeship providers in the Northwest, working with over 750 businesses across the Liverpool City Region and surrounding areas.

Our five campuses are home to exceptional facilities, which provide first-class learning experiences for our students and apprentices, including our £1m Centre for Precision Engineering, purpose-built construction workshops, commercial automotive hub, salons and state-of-the-art laboratories.



Meet Our Business Development Team

Our experienced Business Development Team have the expertise to provide effective training and recruitment services, helping both small and large employers to find cost effective solutions to meet the needs of their business.



Paula Haigh
Business Development
Manager



Jemima Porter-Lawson
Business Development
Sales Executive



Sarah Bell
Business Development
Sales Executive

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Employer Testimonial

“St Helens College has a great reputation for delivering apprenticeships. I have worked with them previously on both apprenticeship qualifications and stand alone courses such as AAT. The College are clear about expectations from day one, which runs parallel with the expectations we have of our apprentices.”

Karen
Operational Development Officer at Halton Housing



Why Choose St Helens College?

We can provide a number of services at no cost, including:

- **Thorough training needs analysis**
- **Free recruitment and matching service**
- **Guidance on funding and Digital Apprenticeship Service**
- **Support and advice on levy and grants**
- **Dedicated account management**

We are proud to be working with organisations and businesses such as...

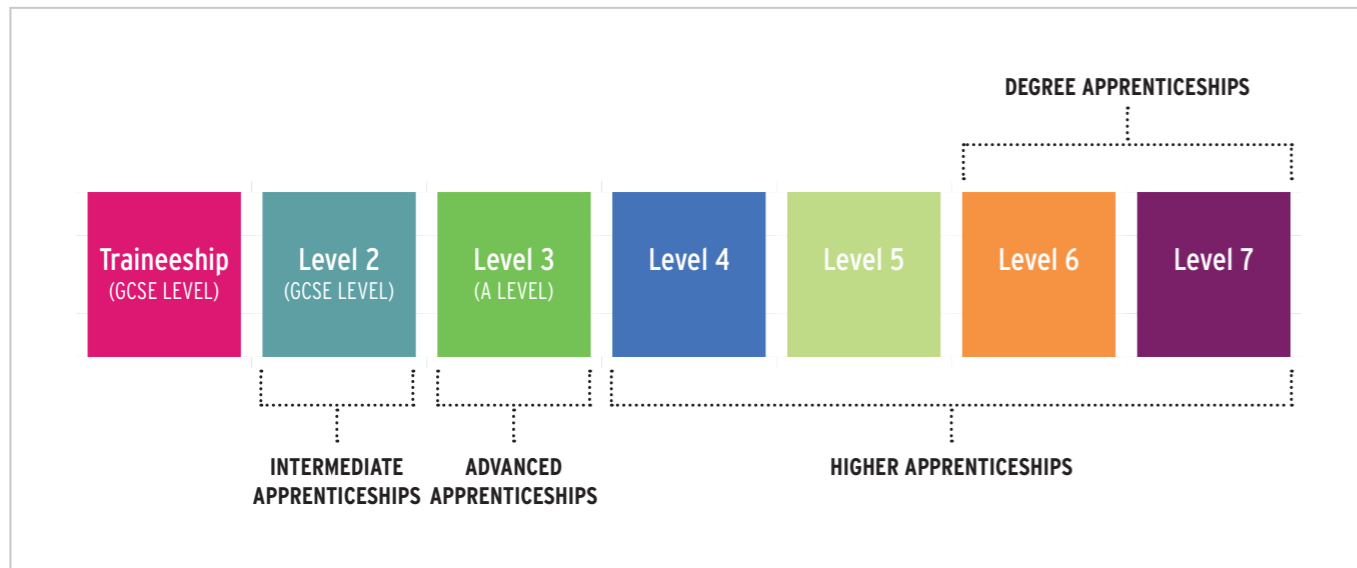


What are Apprenticeship Standards?

Apprenticeship Standards are designed by employers and are linked to a specific occupation to ensure the apprentice develops the correct skills, knowledge and behaviours that are required to be fully competent in their chosen industry and job role.

Apprenticeship Standards are available to people of all ages and are suitable for new or existing employees. They are offered at a range of levels from intermediate (level 2) to degree (level 7) and can take one to five years to complete.

Our experienced Business Development Team will support in identifying the right apprenticeship standard aligning to the job role.



An apprentice will gain a wide mix of practical experience and learning in the workplace and formal off-the-job training at college or in the workplace to develop their theoretical knowledge.

Off-The-Job Training

All apprentices have to have a minimum of six hours off-the-job training, which needs to be completed within working hours.

Off-the-job training can include many types of learning, such as:

- **Completing work**
- **Assessor meetings and reviews**
- **Coaching from a colleague**
- **Shadowing a colleague**
- **Onfile training**

Off-the-job training is a mandatory requirement of any apprenticeship. An apprentice cannot progress through their apprenticeship without completing a minimum of six hours off-the-job learning each week.

A completed portfolio of evidence will also be required by the end of the apprenticeship.

End Point Assessment (EPA)

The End Point Assessment (EPA) aims to test the knowledge, skills and behaviours the apprentice has learnt during their programme and their competency within their job role.

EPA assessment could include practical or online exams, synoptic testing, professional discussions, interviews or a portfolio of work.



Apprentice Testimonial

REBECCA

Advanced Apprenticeship in
Engineering Manufacture -
Mechanical

“ I have always loved discovering how things work and prefer to learn in a practical way, so when I had the opportunity to complete an engineering apprenticeship at Cheshire Seals, I jumped at the chance. I have learnt so much both at College and in the workplace and it's great to be training for my career whilst earning a wage.

After completing my apprenticeship, I would like to progress on to a HNC to continue developing my skills and create even more career opportunities for myself in the future. ”



Benefits of Hiring an Apprentice

COST EFFECTIVE RECRUITMENT OF NEW TALENT

Developing new talent can help fill any skills gaps whilst aligning their learning to the needs of your organisation. 86% of employers said apprenticeships helped them develop skills relevant to their organisation.*

UPSKILL EXISTING EMPLOYEES

Apprenticeships are a great way to develop employees throughout your organisation, by upskilling or reskilling employees aligned to company needs. They are available to those aged 16+ and are offered at level 2 through to degree level.

IMPROVED STAFF RETENTION

Investing in the development of your own staff will result in a motivated and ambitious workforce, helping to improve retention of key skills and experience.

INCREASED QUALITY AND PRODUCTIVITY

78% of employers said apprenticeships helped them improve productivity whilst 74% reported that apprenticeships improved the quality of their product or service.*

*data available from www.apprenticeships.gov.uk

Funding and Incentives

The amount your company contributes towards the cost of an apprenticeship depends on the size of your business and the age of your apprentice.

All employers must reserve apprenticeship funding for training on their Digital Apprenticeship Service account. Our Business Development Team can advise on how to do this.

Levy Paying Employers

If your company has an annual pay bill of over £3 million:

- Your company will pay a monthly Apprenticeship Levy (0.5% of your annual pay bill) to HMRC.
- The Government will top-up this amount by an additional 10%.
- Your levy funds will be stored in a digital account, which can be used to pay for apprenticeship training and must be used within 24 months.

Co-Investment (Non-Levy) Employers

If your company has a pay bill of less than £3 million:

- If you have less than 50 employees and your apprentice is aged 16-18, or 19-24 years old and have been in care or have an Education, Health and Care Plan, the government will fund 100% of the apprenticeship training costs.
- If your apprentice is aged 19+ or you have more than 50 employees, you will contribute 5% towards the cost of the apprenticeship. The government will pay the remaining 95%.
- Payment plans are available to companies paying the 5% contribution.

Incentive Payments

All employers will receive £1,000 for apprentices who are aged 16-18 or 19-24 years old and have been in care or have an Education, Health and Care Plan.

This payment will be made to the employer in two equal instalments of £500 via St Helens College, in the first year of the apprenticeship.

What you need to know before employing an apprentice:

- You will need to complete a range of work to ensure that the job role aligns to the apprenticeship standard.
- You will need to be set up as a business on your Government gateway account.
- You will need to set up a Digital Apprenticeship Service account, select your training provider and grant them permission to reserve funding and add the apprenticeship details on your behalf.
- You will need to provide a copy of your employer liability insurance.
- You will need to pay your apprentice through PAYE.
- You will need a contract of employment between yourself and the apprentice before they enrol.





Employer Testimonial

St Helens College provide a dedicated account management service and help support our annual apprenticeship recruitment by hosting assessment events and facilitating the candidate selection process through to enrolment and on-boarding. This significantly reduces the impact of time and resource it would take to do this ourselves.

The College is a key partner in the successful development of our apprentice team members and actively encourage HMS to shape the curriculum, to suit changing demands we face.



Paul
Managing Director at HMS



Get in Touch!

Bespoke Training

We offer more than apprenticeships.

Developing your workforce is a big commitment in terms of resources, time and money, so we want to make sure that you get the best return on your investment.

We can design bespoke training solutions that align to your business needs, including tailored units, distance learning and short courses, which can either be delivered in the workplace, remotely or at one our dedicated campuses.



To discuss your business needs and to find out more about the services we offer, contact our Business Development Team:

businessunit@sthelens.ac.uk | 01744 623521



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Apprenticeships

Telephone: **01744 623521**

Email: **businessunit@sthelens.ac.uk**

Website: **www.sthelens.ac.uk/employers**

The information in this guide was correct at the time of publication. St Helens College reserves the right to amend, remove and add apprenticeship information in the future, in line with government funding and legislation.

This guide cannot be considered contractual and all information is subject to change.