

# Apprenticeships

## A whistle-stop tour

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**#ApprenticeshipsUoB**

# What's driving change?

people1st  
performance through people

HM Government

The Future of  
Apprenticeships in  
England:  
Implementation Plan

October 2013

HM Government

The Future of  
Apprenticeships in  
England

Guidance for Trailblazers

Version 1 – October 2013

HM Government

English Apprenticeships: Our  
2020 Vision



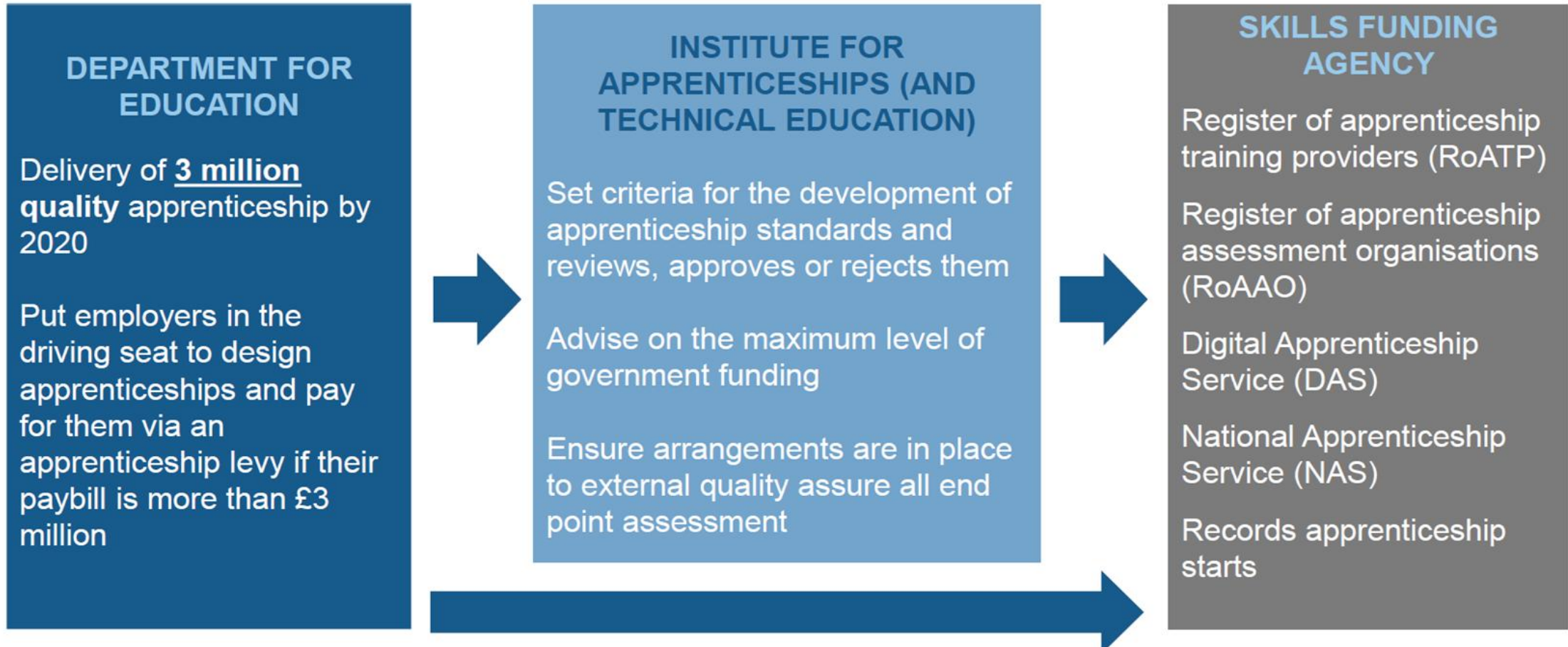
Department  
for Business  
Innovation & Skills



Department  
for Education



# Key players driving change



# Apprenticeships

- Employers at the heart of the new system, by Employers for Employers (Trailblazers)
- Target of 3 million apprentices by 2020, target for public sector bodies – duty for 2.3% of workforce to be on apprenticeship programmes
- All employers with pay bill above £3m per year will contribute 0.5% of their total pay bill on the apprenticeship levy, less ‘levy allowance’ of £15k
- Monthly declaration to HMRC, deducted through PAYE process
- Funds go into your digital account, 24 months to spend them
- Government provides 10% top up
- Starts April 2017
- Class 1 NICs abolished for apprentices under the age of 25



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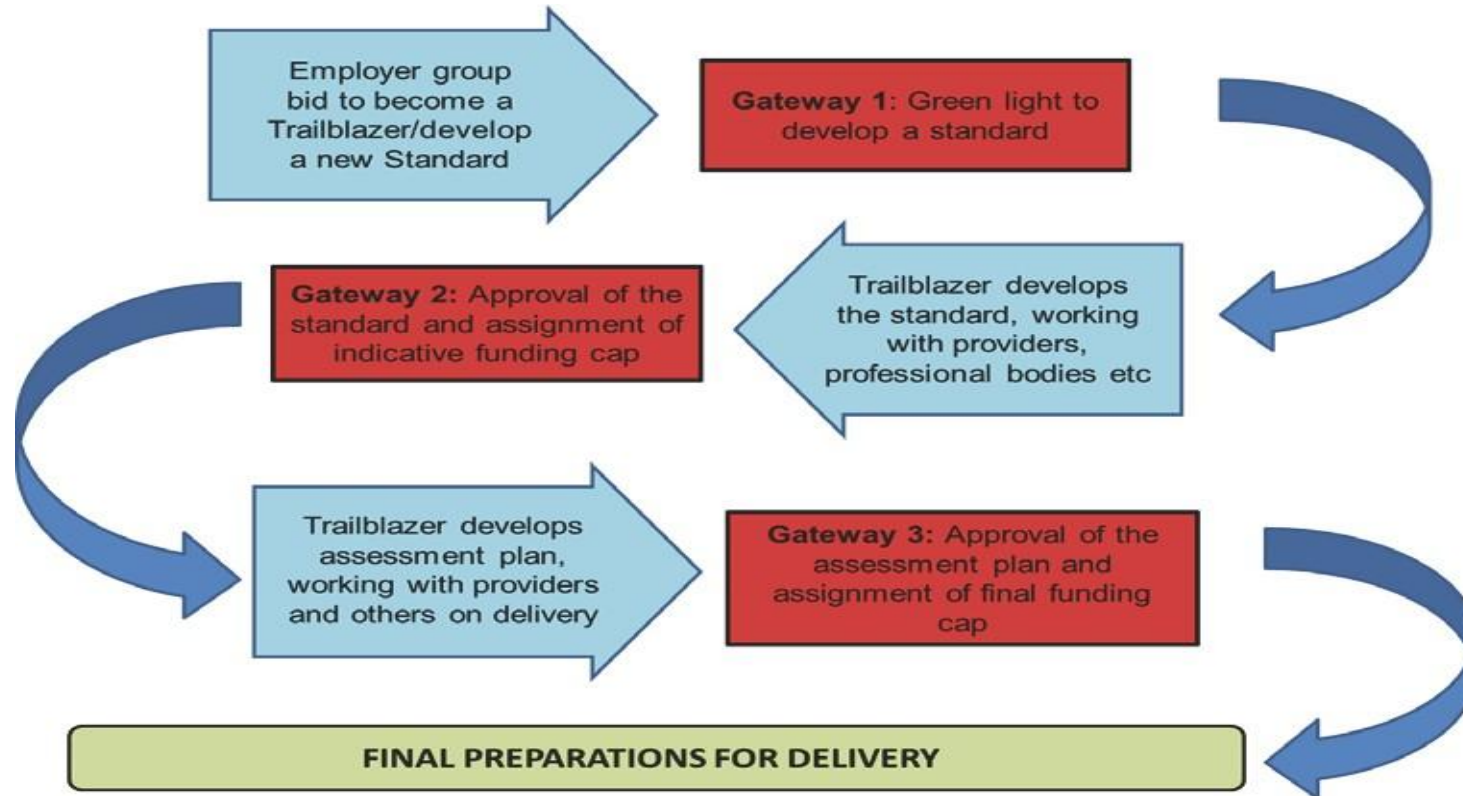
# Apprenticeships Facts

- Minimum age 16, no upper age limits
- Minimum hours of employment – 30 hours per week
- Apprenticeship programmes must be a minimum of 12 months duration — adjusted for term time staff
- Minimum rate of pay set at £3.50p/h for under 25 for first 12 months only, then national minimum wage rate applies
- Must include 20% off the job learning
- All Apprenticeship standards are allocated to one of 15 funding bands, set price point.
- Clear ladders of progression through to university study - Higher Apprenticeships
- You can only use registered training providers and registered end point assessment organisations
- Degree level - (typically levels 5-7), 'work, earn, learn' and pay no student fees.

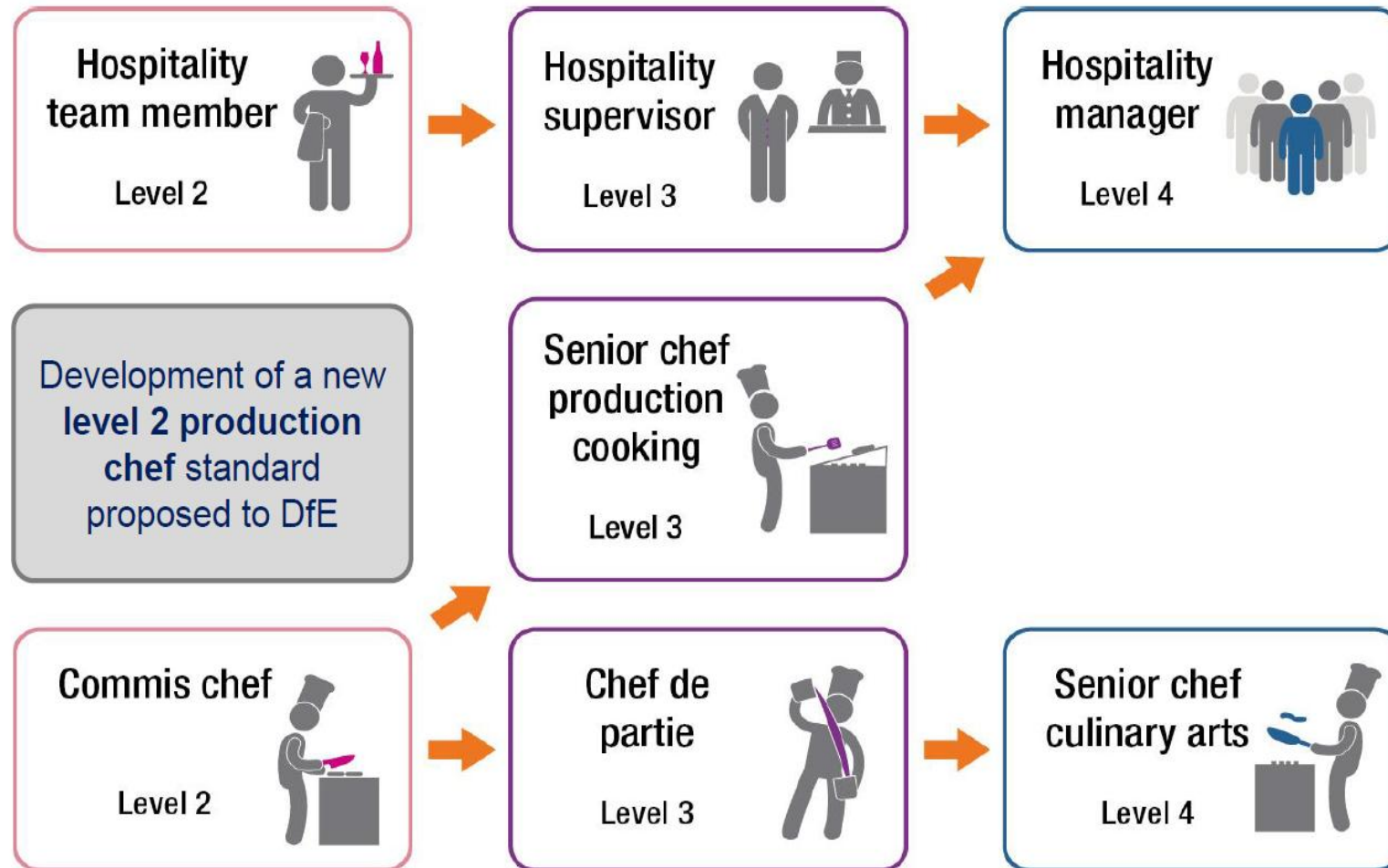




# Developing Apprenticeship Standards: Trailblazers



# 7 new apprenticeship standards developed by the hospitality trailblazer, facilitated by People 1st



# Paying the levy

An employer with an annual pay bill of £5,000,000 will spend £10,000 on the levy:

- levy sum:  $0.5\% \times £5,000,000 = £25,000$
- subtracting levy allowance:  $£25,000 - £15,000 = £10,000$  annual levy payment

An employer with an annual pay bill of £2 million:

- Levy sum:  $0.5\% \times £2,000,000 = £10,000$
- Allowance:  $£10,000 - £15,000 = £0$  annual payment

An employer with an annual pay bill less than 3m will purchase apprenticeship training under a new co-investment model

- Government will pay 90% of the cost of training and assessment, the employer is responsible for paying 10%

The levy will be set at **0.5%** of an employer's pay bill. It will only be paid on any pay bill in excess of

**£3m**

Employers will have an allowance of **£15,000** to offset against their levy payment



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Digital funds and government funding **can** be used for:

- apprenticeship training and assessment
- against an approved framework or standard
- with an approved training provider and assessment organisation
- up to the funding band maximum for that apprenticeship

Digital funds and government funding **can not** be used for

- apprentice wages
- travel and subsistence costs
- managerial costs
- traineeships
- work placement programmes
- the costs of setting up an apprenticeship programme
- recruitment costs



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## Prior qualifications

Train **any individual** to undertake an apprenticeship at a higher level than a qualification they already hold

An individual can be funded to undertake an apprenticeship at the **same or lower** level to acquire **substantive new skills**



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# An employer's guide to the digital apprenticeship service

A new digital service will be available for employers early next year.

# 1

## Plan your apprenticeship programme

Estimate how much funding you will have to spend on apprenticeships

# 2

## Choose apprenticeship training and assessment

Find the right type of apprenticeship training for your business

Choose a training provider

Choose who will assess your apprentice at the end of their apprenticeship

# 3

## Advertise a vacancy to recruit an apprentice

Work with your training provider to post an apprenticeship opportunity

If you are a **levy paying employer**, carry on to steps 4 and 5.

If you are a **non-levy paying employer**, work with your training provider to complete the next steps.

# 4

## Manage the funding for your apprenticeship

Register securely to set up an employer account

View the current balance of your levy and any previous transactions

Forecast your funding available in the future

Find out support available if you don't have enough levy

To find out more use our online guidance or contact our employer helpline:

Phone: 08000 150 600  
Email: [nationalhelpdesk@apprenticeships.gov.uk](mailto:nationalhelpdesk@apprenticeships.gov.uk)  
Web: [www.gov.uk/take-on-an-apprentice/overview](http://www.gov.uk/take-on-an-apprentice/overview)

# 5

## Start a new apprenticeship contract

Agree how much you want to pay a training provider from your levy account

Manage payments to your training provider and see when they will be paid

Pause or stop a payment to your training provider

## The digital service is coming soon.

Want to see how the digital service might work? Email [DAS@bis.gsi.gov.uk](mailto:DAS@bis.gsi.gov.uk) to test the prototype and tell us what you think.

# Apprenticeship network

- Opportunity to share and exchange ideas with other employers largely from the visitor economy sector
- Highlight common barriers and questions and agree collective action
- Quarterly network events
- Hear from government representatives and other key influencers
- Surgeries for specific advice and guidance
- Summaries and updates on apprenticeship developments and funding policy
- Free webinars and discounted seminars/workshops



## Driving apprenticeship quality...

- Amaris Hospitality
- Azzurri Group
- Compass
- Fuller, Smith and Turner
- Georgian House Hotel
- Greene King
- Hilton Worldwide
- Lancaster London
- McDonald's
- Mitchell and Butlers
- Parkdean Resorts
- Royal Academy Culinary Arts
- University of Brighton
- Whitbread
- Young's





# Still Confused?



Look at the following websites for detailed guidance:

People 1st

[www.people1st.co.uk](http://www.people1st.co.uk)

[www.gov.uk](http://www.gov.uk)

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