



## DID YOU KNOW THAT PART-TIME STAFF CAN DO APPRENTICESHIPS TOO?

For those needing to work and train part-time or flexibly – such as parents with young children, single parents, carers, care leavers, and those with disabilities – apprenticeship options can be limited when the majority of apprenticeship opportunities are offered on a full-time basis.

Working fewer than 30 hours a week or being on a zero-hours contract is not a barrier to successfully completing an apprenticeship; apprentices who work part-time just take a little bit longer to complete their apprenticeship.

**Part-time and flexible apprenticeship opportunities can be effective ways of both increasing access for new starters to apprenticeships and enabling existing staff to upskill.**

### ! The benefits include\*:

Opening access to people with caring responsibilities

Widening your talent pool

Increasing the availability of quality, flexible jobs

Generating a better work life balance

Creating greater upskilling opportunities for existing staff

Becoming an attractive employer to people looking for flexible education and employment

Increasing productivity

Helping to create a flexible workforce

\*[https://trustforlondon.fra1.digitaloceanspaces.com/media/documents/Part-time\\_and\\_flexible\\_apprenticeships\\_report\\_LWI\\_TW.pdf](https://trustforlondon.fra1.digitaloceanspaces.com/media/documents/Part-time_and_flexible_apprenticeships_report_LWI_TW.pdf)

There is a simple formula you can use when working out how long part-time staff should take to complete their apprenticeship (this is the minimum duration; they can complete over a longer period too):

**$12 \times 30 / \text{average weekly hours} = \text{new minimum duration in months}$** ; or

**$52 \times 30 / \text{average weekly hours} = \text{new minimum duration in weeks}$**

#### Examples:

An apprentice works 22.5 hours per week and is completing a Level 2 apprenticeship over 12 months:

$$12 \times 30 / 22.5 = \text{new minimum duration in months} = 16 \text{ months}$$

An apprentice works 15 hours per week and is completing a Level 3 apprenticeship over 18 months:

$$18 \times 30 / 15 = \text{new minimum duration in months} = 36 \text{ months (3 years)}$$

An apprentice works 15 hours per week and is completing a Level 5 apprenticeship over 36 months:

$$36 \times 30 / 15 = \text{new minimum duration in months} = 72 \text{ months (6 years)}$$