

Tips for Taking on an apprentice



What is an apprenticeship?



Apprentices are aged 16 or over and combine working with studying to gain skills and knowledge in a specific job.

Employers are responsible for making sure an apprentice:

- works with experienced staff
- learns job-specific skills
- gets time off during their working week for apprenticeship training

Apprentices can be new or current employees.

You must pay the apprentice at least **the minimum wage**.

Apprenticeships must last at least a year. They can last up to 5 years depending on the level the apprentice is studying.

Visit HASO's case study section. Read some of our employer case studies and learn how others have done it:
<https://haso.skillsforhealth.org.uk/case-studies/>



The benefits of apprenticeships

Attract new talent

Apprenticeships give employers the opportunity to recruit and train individuals from the local area. They are open to individuals of all ages, over the age of 16. Finding a candidate that wants to learn and develop in their career is an asset to any employer.

Retain & Retrain staff

Apprenticeships create the opportunity for career progression for existing staff, they range from Level 2 to Level 7. The opportunity for further development is often the driving force behind loyalty to a business,

Encourage diversity

Apprenticeships can help boost social mobility reaching individuals from a diverse range of backgrounds. You should also check out the **social mobility toolkit**.

Utilise government funding

Levy paying employers can utilise their digital account to pay for apprenticeship training. Non levy paying employers can reserve funds in the 'finance' section of their apprenticeship service account. **Check out our Levy & Funding page**



Have you seen the recent evaluation of the Level 6 Midwifery Degree apprenticeship?

Responsibilities as an employer

1. Wages

You must pay apprentices at least the **National Minimum Wage**.

There's different rates of pay for apprentices depending on their age and what year of their apprenticeship they've completed.

2. Off-the-job training

Off-the-job' training is training which is received by the apprentice within their practical period, during the apprentice's normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the apprenticeship they are undertaking. Full time apprentices must spend an average of 6 hours of off-the-job training per week.

3. English and maths

Your apprentice may also need to study for English and maths qualifications as part of their apprenticeship if they have not yet met the relevant minimum requirements for their apprenticeship. You must allow your apprentice time to study for this within their normal working hours. **Visit our Skills for Life section** for further guidance.

4. Accessibility

You must make reasonable adjustments to make sure apprentices with disabilities, or physical or mental health conditions, are not disadvantaged when doing their jobs.

This could include:

- changing the recruitment process
- making physical changes to the workplace
- changing their equipment

Visit our Disability at Work section for resources and guidance.



Choose an apprenticeship standard and find a training provider



1 Apprenticeship Standards

You can find apprenticeship standards that are commonly used in the healthcare sector on the [**standards page of HASO**](#). You can also visit HASO's [**Job Families section**](#) which shows apprenticeship standards by area (eg Nursing, Estates & Facilities, Allied Health Professions etc). This lets you see the apprenticeships relevant to a specific area by level along with various guidance and resources.

2 APAR (Apprenticeship Provider and Assessment Register)

You can find registered training providers [here](#) or on [HASO's Standards page](#).

From 1st August 2023, the Department for Education has merged RoATP (Register of Apprenticeship Training Providers) and RoEPAO (Register of End Point Assessment Organisations) and is now called APAR (Apprenticeship Provider and Assessment Register). Please note that levy paying employers can also apply to be on APAR to become "employer-providers" and train their own apprentices.

Apprenticeship Funding – how does it work?

The Education and Skills Funding Agency produce a list of rules for employer providers, training providers and performance management. They are updated every year and are effective from 1st August to 31st July each year.

Access the funding rules for 1st August 2023 to 31 July 2024.



The Levy

Apprenticeship Levy is an amount paid at a rate of 0.5% of an employer's annual pay bill. As an employer, you have to pay Apprenticeship Levy each month if you:

- have an annual pay bill of more than £3 million
- are connected to any companies or charities for Employment Allowance purposes and have a combined annual pay bill of more than £3 million

Levy Transfer

Did you know that if you're not a levy-paying organisation you can receive funds from one that is? Or if you are, that you can transfer some of your funds to help others?

Access guidance about:

- **Receiving a levy transfer**
- **Transferring a levy transfer**

Creating an apprenticeship service account

If you have not done so already, you will need to set up an Apprenticeship account.

You will use your account to:

- get apprenticeship funding
- find, save and manage training providers
- recruit apprentices
- add and manage apprenticeships

✓ Before setting it up

Before setting up your apprenticeship service account, you will need:

- an email address you have access to
- the Government Gateway login for your organisation (or you can use the accounts office reference number and employer PAYE scheme reference number if your annual pay bill is less than £3 million)
- authority to add PAYE schemes to the account
- authority to accept the employer agreement on behalf of your organisation

✓ Creating your account

Create your account here.



Other things to consider

✓ **Recruit your apprentice**

An apprentice must (1) be 16 or over (2) not already be in full-time education (c) be living in England. You or your training provider can use the **recruit an apprentice** service to advertise apprenticeship job vacancies and manage applications. You can also advertise apprenticeship vacancies on **NHS Jobs.**

✓ **Have an initial assessment**

At the start of an apprenticeship the employer will be involved in an initial assessment. This is a conversation between the employer, the apprentice and the training provider. If the initial assessment shows that the apprentice is already competent in any area of the apprenticeship, then they should not have to do this part of the training. After reductions have been agreed, the apprenticeship must be at least 12 months in length.

✓ **Support your apprentice and plan their progression**

Employers are encouraged to provide additional support to ensure their apprentice's success. Types of support can include:

- a comprehensive induction
- mentoring or regular one-to-one guidance
- social enrichment and networking opportunities
- performance reviews
- mental health and wellbeing support

You can download an apprentice support guide from the Learning and Work Institute to guide you.

✓ **Quality**

Visit our **Delivering Quality Apprenticeships page** where you can access guidance, resources and a variety of case studies to help you on your way.

Resources

Here are some resources that may be useful on your apprenticeship journey. Check out HASO, the standard page lists commonly used apprenticeship standard in the healthcare sector and there are many other useful resources.

Resource

- [HASO website](#)
- [Apprenticeships.gov.uk](#)
- [ESFA \(Latest funding rules\)](#)
- [Institute for Apprenticeships & Technical Education](#)
- [NHS Jobs](#)
- [Find Apprenticeship Training for your apprentice](#)
- [Find an EPAO](#)
- [Health Careers](#)
- [Apprentice Support Guide - Learning & Work Institute](#)



Tips for Taking on an apprentice

