

Employing an Apprentice Frequently Asked Questions



Apprenticeships

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Frequently Asked Questions

What is an apprenticeship?

An apprenticeship is a programme of study that is conducted in the workplace. Apprentices work towards a pre-determined set of standards, developing their knowledge, skills and behaviours (KSB's) in their chosen field of employment, which are assessed after a minimum of 12 months. In some apprenticeship programmes, apprentices also work towards a vocationally relevant professional qualification. Apprentices develop their competencies through both on-the-job and off-the-job training.

Who is eligible for an apprenticeship?

Anyone over the age of 16, who is not currently enrolled on another government-funded course elsewhere. Eligible candidates must have been resident in the EEA for over three years. Candidates for apprenticeship programmes are deemed ineligible if they already hold existing qualifications (at the same level or above) in the same subject area. If this is the case, we can advise on the most suitable qualifications.

Can you help me find an apprentice?

Yes, we can. Whilst we are not a recruitment agency, we do offer an advertising and screening service. Once you have completed one of our vacancy forms, your job advert will be posted on our website at www.runwaytraining.co.uk and on the National Apprenticeship Service website. When we receive a CV or application, we will screen the candidate to ensure they are eligible for an apprenticeship, before passing this onto you.

How much does an apprenticeship cost?

If the apprentice is under 19 years of age and your organisation employs fewer than 50 people, the government will fund 100% of the training costs associated with delivering the apprenticeship programme. The government will also pay for the apprenticeship if the apprentice holds an Educational Health Care Plan (EHCP) or is a care leaver.

If you employ an apprentice over the age of 19, or your organisation employs over 50 people, then you will be invoiced for 5% of the total training costs associated with the apprentices training programme.

If you pay into the apprenticeship levy, you will be able to use available funds to pay for the cost of training for your apprentice.

Are there any additional costs?

Employers of accounting apprentices are required to cover the annual £155 AAT membership fee, which allows apprentices access to specific AAT resources and examinations required as part of their apprenticeship programme.

If your apprentice does not pass their end-point-assessment, you may be required to cover the cost of any further exam resits.

Are there any incentive payments for employers taking on an apprentice?

There is currently £1000 available to employers who take on new apprentices who are under the age of 18 at the start of their programme or who are 19-25 with an educational health care plan (EHCP). £500 is paid after the first 90 days of starting the programme with the remainder paid once the apprentice has been on programme for 365 days. [Click here](#) for regular updates on apprenticeship incentive payments in the training agreements.

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How long does the training last?

Apprenticeships usually last between 12 and 24 months. An apprentice cannot sit their end-point-assessment until they have been on programme for a minimum of 365 days and have completed their off-the-job training hours. Apprentices without maths or English qualifications at the appropriate level, will also need to achieve these before sitting their end-point-assessments.

What is meant by 'off-the-job' training?

Off-the-job training (OTJ) is classified as any 'new learning' which takes place during the apprentices usual paid working hours. It is now more flexible than ever for apprentices to accrue their hours.

Apprentices are required to log a minimum of six hours per week of off-the-job training. They can either take this in one day or can take time over the course of the working week, a few hours per day. As the employer, you are responsible for ensuring that time is made available to them.

During their allocated OTJ training time, apprentices can log activities such as workshops, meetings with their tutor, set assignment work, self-study, webinars, revision, shadowing others, in-house training courses etc.



What if the apprentice I wish to hire doesn't hold maths or English qualifications?

We can provide English and maths functional skills training and examinations to all apprentices who do not hold these qualifications already. Level 2 apprentices must achieve level 1 maths and English before sitting their end-point-assessment. Level 3+ apprentices must achieve level 2 maths and English. Candidates are always offered the opportunity to fast-track their functional skills before starting their apprenticeship programme, although they can be studied for alongside their core apprenticeship programme. All apprentices, regardless of their qualification status, are supported to develop their maths and English skills beyond their starting point, ensuring that they develop vocationally relevant skills.

What are my responsibilities as an employer?

You must provide your apprentice with a full contract of employment, for a minimum of 30 hours per week, which should be three months longer in duration, than the length of the apprenticeship, to allow for end-point assessment.

Your apprentice **MUST** be paid at least £4.81 per hour, which is the apprenticeship minimum wage.

Apprentices over the age of 19 who have been on programme for a year must be paid the National minimum wage.

You must provide your apprentice with the same working conditions as other employees and you must provide adequate time in the working week, for your apprentice to focus on new learning, in the form of 'off-the-job' training (as described above).

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Once an apprentice has a start date, what are the next steps?

If you're not already using the National Apprenticeship Service as an employer, please [click here](#) to register. You should add Runway Training as your chosen provider and allow us access to add in further details about your apprentice once they've enrolled.

You will need to keep your log-in details safe, so that you can stop or pause the apprenticeship should this be required at any point during the programme.

Once your apprentice has a start date and contract of employment, they will be contacted by a member of our team to begin initial assessments and enrolment. This requires us to assess the apprentice's level of literacy and numeracy as well as checking what they already know before they start their apprenticeship, through completion of a skills scan. If we have any concerns that a programme may not be suitable following initial assessment, this will be communicated with you. The apprentice will be asked to complete a number of forms online and return these in a timely manner. Once they have been returned, an induction date is usually set within 1-2 weeks. This is the start of the apprenticeship programme.

Is there any other paperwork I need to complete as an employer?

Yes. You will be required to countersign the documentation completed by the learner. You will also be required to review and sign two training agreements, which outline the responsibilities of the learner, employer and training provider (Runway Training).

Once started, how is the apprenticeship delivered?

Apprenticeship teachers will plan an induction date once an apprentice is enrolled. This may take place in a group or 1-2-1 basis depending on the apprenticeship standard. The induction is the first day of learning. The tutor will meet with the apprentice either online or face-to-face every 2-4 weeks thereafter, to delivery learning in the form of workshops or tutorials, where apprentices will work towards the key areas of knowledge, skills and behaviours that they will be assessed on during their end-point-assessment.

What is an end-point-assessment?

The apprentice develops the knowledge, skills and behaviours they need over the duration of the apprenticeship but are not assessed on their competency until the end of the programme, much like a driving test. The assessor is always independent and assigned via an End Point Assessment Organisation. They will either conduct the assessments online or visit the workplace. Apprentices are fully prepared for this assessment and will receive either a pass, merit or distinction grade. In the event of a failure, normally a further exam sitting is permitted.



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How will know if the apprentice is making progress?

It is mandatory that line managers attend a tripartite review every 12 weeks. This involves the apprentice, employer and tutor providing feedback on the apprenticeship programme and discussing the progress that is being made towards achieving the apprenticeship standard as well as reviewing the progress of soft-skill development. During this meeting, targets are set to ensure that apprentices make significant progress and complete their programme of study on-time. In-between the 12-week reviews, you will be contacted should there be any concerns around the progress or welfare of your apprentice. We can also provide a monthly progress report to allow you to keep track of how your apprentice is progressing.

What if my apprentice wants to take a break?

An apprentice can take a break-in-learning at any point within their programme, but this must be negotiated between the learner, employer and provider. Breaks-in-learning must only be taken in exceptional circumstances. Once agreed by all parties, you will be required to 'pause' the apprenticeship on your apprenticeship service account.

What if my apprentice wants to leave?

If your apprentice chooses to leave their employment with you, they can restart their apprenticeship programme elsewhere. If an apprentice chooses to stay in employment with you, but to not continue with their apprenticeship, then you are responsible for changing their contract and rate of pay accordingly. Their programme will need to be stopped on the apprenticeship service, and you will not be eligible for any further incentive payments. Any payments you have made towards their apprenticeship programme will be recalculated if they have been made upfront.



I still have questions, who do I contact?

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