

EMPLOYER GUIDE TO APPRENTICESHIPS

CAMBRIDGE REGIONAL COLLEGE

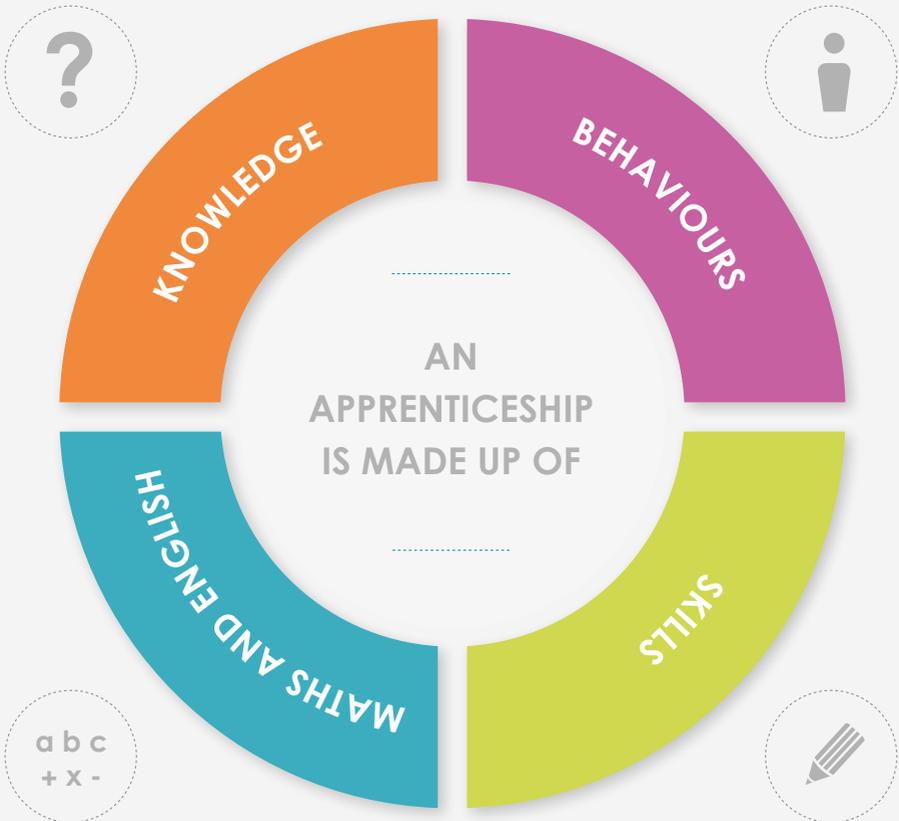
INVESTING IN FUTURE TALENT



Tel: 01223 418778
Web: www.camre.ac.uk
Email: training@camre.ac.uk

APPRENTICESHIPS

Apprenticeships deliver the whole package of on-the-job training and occupationally-relevant qualifications that develop the skills, knowledge and experience of your employees.



There is no age limit for apprentices, so you can choose to take on a new apprentice, giving a school leaver the opportunity to train and grow with your business, or enable your existing employees to benefit from increased skills and gain industry-recognised qualifications.

FIRST CHOICE TRAINING PROVIDER

Cambridge Regional College is one of the top training providers in the East of England for apprenticeships and CPD training. Our wide variety of training provision means that you will find excellent training that matches your company's needs and delivers real business benefit.

WE HAVE INVESTED
— MORE THAN —

**£10
MILLION**

— IN NEW —
**TRAINING WORKSHOPS
AND FACILITIES**

— WE ARE A —

**UK TOP
20**

APPRENTICESHIP
TRAINING PROVIDER

OFSTED GRADE
GOOD

— AND —
PRAISED
FOR OUR WORK WITH
LOCAL EMPLOYERS

— ALL OUR —
**ASSESSORS
AND TUTORS ARE
VOCATIONALLY-QUALIFIED**

— WITH —
**INDUSTRY
EXPERIENCE**

APPRENTICESHIP FUNDING

Employers fall into one of the three categories for apprenticeship funding:

Levy Payer

Companies with an annual wage bill of over £3 million will have to pay an Apprenticeship Levy of 0.5% directly to HMRC through the PAYE process. The amount you have available to spend is calculated on a monthly basis as follows: Your levy is 0.5% of your gross annual payroll, less a £15,000 allowance. The balance is then divided by 12 and rounded down to the nearest pound. This gives a monthly levy payment which is then multiplied by the % of your employees living in England. The government tops that up by 10%, which gives you the final monthly amount. Employers can use this allowance for apprenticeship training through an approved training provider such as Cambridge Regional College.

Co-Funded

Employers who are not eligible to pay the Apprenticeship Levy will have to pay 5% , for new starters starting 1st April 2019 and there after, towards the cost of apprenticeship training. This can be paid in three ways:

- Upfront payment
- Instalments over the first three months
- Or, if over £900, instalments across 12 months

Fully-Funded

This applies to companies with less than 50 employees employing a 16-18 year old apprentice. Apprenticeship training is fully-funded for these companies which means there is no fee to you as an employer.

£1000 Incentive

All employers receive a £1,000 incentive for taking on a 16-18 year old apprentice, a 'care leaver' aged up to 24, or an EHCP holder up to 24 years old. The incentive is paid in two payments: at 3 months and at 12 months.

WHAT CAN YOU EXPECT FROM US?

We can:

- Advertise your vacancy online
- Email your vacancy to job alert subscribers
- Manage applications
- Screen candidates
- Match vacancies to known candidates including current college students
- Register your apprentice on the Digital Apprenticeship Service
- Advise on any available grants or funding
- Carry out regular assessor visits to make sure your apprentice is on track
- Carry out an Organisation Needs Analysis to make ensure we provide you with the most suitable training options for your company including CPD for your existing staff

WHAT IS EXPECTED FROM YOU AS AN EMPLOYER?

We expect you to:

- Pay at least the national minimum wage for apprentices
- Check your apprentice's eligibility
- Provide a full contract of employment detailing skills to be obtained
- Sign an Apprenticeship Agreement
- Allow your apprentice 20% off-the-job training
- Provide a safe working environment for your apprentice
- Provide a workplace mentor for your apprentice
- Allow time for college and assessor visits

CASE STUDY



Company Challenges

- Continuous business growth
- Providing all staff with technical expertise

Our Solutions

- Recruiting apprentices from existing pool of CRC's full-time students
- Developing skills through heating and ventilation apprenticeships
- Providing apprenticeships for support staff where needed
- Enhancing skills through intermediate to advanced levels

Results

- 10 fully-trained apprentices
- 6 apprentices currently in-training
- A trained workforce able to sustain growth
- A workforce with up-to-date skills
- Award-winning apprentices

Phil Donovan,

Director

CPS Building Services

“The CRC Team are exceptionally helpful. They always inform us of any issues, likewise any accreditations and are willing to develop any unknown areas that may benefit our company. Working together, we have successfully assisted every apprentice to achieve a target qualification.”

FOUR EASY STEPS TO RECRUITING AN APPRENTICE

1. Contact us to discuss the apprentice job role -
Employer Engagement
01223 418778
training@camre.ac.uk

2. Start with a job description and write up your vacancy on
your easy pre-designed template

3. We will advertise the vacancy on our website and the
National Apprenticeship Vacancies website

4. We will collect applicants and manage your vacancy in
line with your requirements

CASE STUDY

JM Johnson Matthey

Inspiring science, enhancing life

Company Challenges

- Build a skilled and knowledgeable workforce
- Safeguard the future supply of skilled workers
- Develop the future leaders of the company

Our Solutions

- Recruiting apprentices from existing pool of CRC's full-time students
- Continuous dialogue to meet company needs
- Developing skills through tailored Apprenticeships
- Extend training to existing staff

Results

- 14 apprentices currently in-training
- 16 existing staff gained NVQs
- A trained workforce able to sustain growth
- A workforce with up-to-date skills

Emily Bunting,

Senior HR Officer

Johnson Matthey PLC (Noble Metals & Metal Joining Europe)

“The training is provided in first-class engineering facilities and equips our apprentices with a solid foundation of technical knowledge, as well as recognised qualifications. The college guides both the apprentice and company to get the most out of our apprenticeships.”

FAQS FOR EMPLOYERS

How do
apprenticeships
work?

An apprentice works alongside experienced staff to gain job-specific skills and receives training at college, usually on a day-release basis. Assessors will visit the apprentice every 8-12 weeks to assess their work, set targets and review their progress. We ask the employer to be involved in the reviews to make sure they are satisfied with the progress of the apprenticeship.

Is there an
age limit?

The minimum age to be an apprentice is 16. There is no upper age limit which means your existing staff can benefit as well.

Does the
apprentice
have to attend
college?

It depends on the apprenticeship programme; some apprenticeships require college attendance for a full or half-day a week during term time. However, many apprenticeships are delivered completely in the workplace so there is minimal disruption to your business.

What is the
eligibility
criteria?

Apprentices must be 16 or above and must not be on any other government-funded training. You will need to provide your apprentices with a contract of employment, working a minimum of 30 hours per week.

More FAQs at www.camre.ac.uk/employers

APPRENTICESHIPS

SECTOR	APPRENTICESHIP TITLE	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Business & Professionals	Assistant Accountant		•		
	Professional Accountant			•	
	Business Administration/ Administrator	•	•	•	
	Customer Service/Customer Service Practitioner	•	•		
	Management			•	
	Sales and Telesales	•	•		
	Team Leader/Supervisor		•		
	Team Leading	•			
Catering & Hospitality	Hospitality Team Member	•			
	Hospitality Supervisor		•		
	Commis Chef	•			
	Chef de Partie		•		
	Production Chef	•			
Care, Health & Early Years Education	Senior Production Chef		•		
	Adult Care Worker	•			
	Lead Adult Care		•		
	Childcare	•			
Digital Industries	Early Years Educator		•		
	IT Application Specialists	•	•		
	IT Professional	•			
	Infrastructure Technician		•		
Hair & Beauty	Digital Marketer		•		
	Barbering	•			
	Beauty Therapy/Therapist	•	•		
Science	Hairdressing/Hair Professional	•	•		
	Laboratory Technician		•		
	Technician Scientist				•

SECTOR	APPRENTICESHIP TITLE	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Construction	Brickwork	•			
	Building Services Engineering Installer	•			
	Building Services Craftsperson		•		
	Carpentry & Joinery	•	•		
	Civil Engineering		•		
	Fabrication & Welding	•			
	Gas Engineer Operative		•		
	Installation/Maintenance Electrician		•		
	Plumbing	•			
	Property Maintenance Operative	•			
Engineering	Electrical Engineering			•	
	Electrical & Electronic Engineering		•		
	Technical Support Technician		•		
	Machinist Technician		•		
	Product Design & Development Technician		•		
	Toolmaker & Die Maintenance Technician		•		
	Electrical Technician		•		
	Maintenance Technician		•		
Logistics	Operations/Department Manager				•
	Supply Chain/Warehousing Operator	•			
	Warehousing and Storage		•		
Vehicle Maintenance	Autocare Technician	•			
	Light Vehicle Maintenance		•		

COMMERCIAL TRAINING

Cambridge Regional College offers a wide range of industry-specific training, from courses delivered in the workplace, to short courses for developing specialist skills in order to meet legislation, comply with industry requirements and ultimately gain a competitive advantage.

We value our employer relationships and ensure you have access to training that is current, relevant and accompanied by a service that exceeds expectations.

Our short training courses are scheduled throughout the year and are delivered by tutors with a wealth of industry knowledge and expertise. Delegates will enjoy first-class training in professional surroundings at very competitive prices.

To view an up-to-date list of training courses, dates and prices visit www.camre.ac.uk/employers/short-courses/

We also offer a range of bespoke training courses tailored to the specific needs of your organisation, contact us on **01223 418778** or email training@camre.ac.uk



WORK EXPERIENCE

We are looking for employers from a range of industry sectors who would be interested in taking on a work experience student.

Work experience is an important element of learning and development for students and contributes towards their future employment – many of our students have been offered jobs after a successful work experience placement.

If you are interested in being a work experience host or would like to discuss this further, contact us on **01223 418778** or email **training@camre.ac.uk**



CONFERENCE & FACILITIES HIRE

Cambridge Regional College offers room hire and conference facilities including a range of meeting rooms, classrooms, IT suites and workshops. We also have a formal conference suite and a commercial restaurant that can be hired for a wide range of functions, from formal conferences to awards ceremonies and fine dining corporate dinners.

Located minutes from the A14 and on the edge of the Cambridge Science Park, our conference centre is an ideal destination. It is also on the guided bus route and offers free parking to all room hire and conferencing delegates.

In addition to conferencing and room hire, we are proud to be able to offer opportunities to hire specialist workshops and machinery relating to various areas of construction and engineering.

For more information and to check availability, please contact us on **01223 418778** or visit www.camre.ac.uk/employers/facility-hire/



EMPLOYER PARTICIPATION

JOB SHOP

In partnership with local employers, we provide a job shop to help match employers with potential candidates. Please get in touch if you would like us to advertise any of your full-time, part-time or apprenticeship job opportunities to our students.

SPONSORSHIP OPPORTUNITIES

We work hard to connect education and industry and provide employers with the opportunity to sponsor various activities and events throughout the year. Let us know if you would like to be involved in sponsoring student awards, careers fairs, employer seminars and many more.

SUPPORTING STUDENT STUDIES

As an employer, you have the opportunity to enhance the studies and long-term development of our students. Ways in which you can get involved include:

- Giving inspirational talks and presentations
- Taking students on a tour of your workplace
- Setting exciting student projects and initiatives
- Allowing a student the opportunity to carry out work experience

Contact us to find out more:

Job Shop:

01223 226315

enquiry@camre.ac.uk

Sponsorships & Supporting Student Studies:

01223 418778

training@camre.ac.uk

Tel: **01223 418778**

Email: **training@camre.ac.uk**

Web: **www.camre.ac.uk**

Cambridge Campus,
Kings Hedges Road, Cambridge, CB4 2QT
Huntingdon Campus
California Road, Huntingdon, PE29 1BL



Disclaimer

The information in this guide is believed to be accurate at the time of going to press (Jul 2019). Whilst every effort is made to ensure that courses are offered as set out in this guide, it may be necessary to vary them or their content at short notice. Similarly, every effort is made to provide accurate and up-to-date information and guidance on Apprenticeship regulations and funding guidelines but these may change after print.

