

Apprenticeship Funding

There are two forms of apprenticeship funding; which one is used will depend on the size of the employer. These are classed as Levy and Non-Levy funding. A business will pay the levy if they have an annual wage bill over £3 million. Please see the links below to find out further information about apprenticeship funding.

Are you a levy or non-levy employer?

Find out here www.apprenticeships.gov.uk/employers/funding-an-apprenticeship

Digital Apprenticeship Service Account (DAS account)

In order to employ an apprentice, every business must first have set up a Digital Apprenticeship Service (DAS) account. The account will allow the business to advertise its vacancies so candidates can apply. It will also allow funding to be reserved for the apprenticeship training. Finally, the account will enable businesses to claim any available incentive funding.

In order to be eligible to set up a DAS account, the business will need to have a PAYE reference number. Without this, the business will not be able to employ an apprentice. Please see the link below for guidance on setting up a DAS account.

www.gov.uk/guidance/manage-apprenticeship-funds

Government Incentive Payments

Employers appointing an apprentice may be eligible for an incentive payment from the Government. Please see the information on the link below for the latest information on available incentives.

www.gov.uk/guidance/incentive-payments-for-hiring-a-new-apprentice

Recruitment of an apprentice

In order to recruit an apprentice the business is required to create a Digital Apprenticeship Service (DAS) account. This will allow the business to advertise the apprenticeship position to potential candidates on the recruitment platform.

To advertise an apprenticeship vacancy, please fill in the job description template using the following link - forms.gle/7afJqyqCtxMimfTJ7

Step-by-step recruitment guide

1. Complete job description template form
2. Advertise vacancy on National Apprenticeship Service
3. Shortlist applicants alongside Petroc
4. Interview candidates
5. Make decision on successful candidate
6. Ask successful candidates to apply for an apprenticeship course on the Petroc website to be interviewed by Petroc's curriculum team and be enrolled.

Entry Requirements

When advertising an apprenticeship, an employer can set the entry requirements for the job role. As part of the course the apprentice will need to have certain grades in maths and English GCSE or equivalent. If an apprentice doesn't meet the minimum grades for they will be required to undertake functional skills alongside their apprenticeship. This will require the apprentice to be out of the workplace for a further morning for each respective functional skill course.

Functional skills are delivered in half-day blocks over a 12-week period. If an apprentice needs to undertake both Maths and English functional skills they will be required to attend an additional full-day per week over a 12-week period.

Further information about functional skills can be found here -

Functional Skills English

www.gov.uk/government/publications/functional-skills-english-guidance

Functional Skills Maths

www.gov.uk/government/publications/functional-skills-mathematics-guidance

Apprenticeship Pay Rates

The minimum wage an apprentice can be paid is dependent on age and how long they have been on the course. The employer can decide to pay above the National Minimum wage bracket. Please see details about rates of pay for apprentices on the link below;

For the latest minimum hourly rates, please see information on the following link -

www.gov.uk/national-minimum-wage-rates

Apprenticeship Training Requirements

20% 'Off The Job' - An apprentice must spend at least 20% of their normal working hours training.

This training might take place:

- at their place of work
- at Petroc
- online

Further detail on what 'Off The Job' training includes can be found on the link below;

www.gov.uk/government/publications/apprenticeships-off-the-job-training

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