



Employer's Guide to

Funded Apprenticeships

Which Type of Employer am I?

If an organisation has an annual revenue of £3 million or more, they are considered a **large** organisation or a **levy employer**.

This means that any apprentices that they enrol are funded by the organisation's own mandatory levy funding scheme, which is paid into on an annual basis.

If an organisation has an annual revenue of below £3 million but with 50 or more employees, they are considered a medium organisation. **Medium** organisations are **non-levy employers**. They must pay a 5% contribution of the total cost of their apprentices' training (regardless of age), whilst the other 95% of the total cost is paid by the Education & Skills Funding Agency (ESFA).

There is an incentive of £1,000 that is paid to the employer for enrolling an apprentice that is aged 16-18.

If an organisation has an annual revenue of below £3 million and less than 50 employees, they are considered a **small** organisation. Small organisations are also **non-levy employers**. They must pay a 5% contribution towards the total cost if the apprentice is aged 19 or above. If they are aged 16-18, they don't pay any contribution and are still entitled to the £1,000 incentive.

Currently an extra incentive exists until Sept 2021, which pays up to £3000, the details are below

Note: this extra incentive is between the employer and the government, and is paid directly by them.

<https://www.gov.uk/guidance/incentive-payments-for-hiring-a-new-apprentice>

What is the Qualifying Criteria?

Apprentices must fulfil the following criteria before they can be enrolled on a funded apprenticeship-

- Be 16 years of age or above.
- Be in paid employment.
- Work a minimum of 16 hours per week.
- Has lived in the UK for 3 years or more.
- Have a standard of English and Maths which is appropriate for the level of apprenticeship being undertaken.
- Must not be overqualified for the desired apprenticeship by having skills, knowledge and experience which are too advanced.

What is the Cost and Duration?

- The total cost of funding for an apprenticeship depends on what level and sector it falls into.
- For example, we offer 'Early Years Educator Level 3' in the childcare sector. This is a maximum cost of £6,000. The employer pays 5% towards this which would be a maximum of £300. The ESFA pays the other 95% (a maximum of £5,700).
- The duration of the learning period is typically 13 months for level 2, 18 months for level 3, 18-24 months for level 4, and 24-30 months for level 5. This will be adjusted according to if the apprentice is part-time, requires learning support, or if the cost and duration is reduced due to previous skills, knowledge and experience.
- At the end of the learning period for all standard apprenticeships, there is a 3-month period for the apprentice's end-point assessment. They must still be in paid employment during this time until completion.

How does the Signing-up Process Work?

- Covid-19 has led Quest Training to come up with a way to sign apprentices up when we can't visit their place of work. We now send paperwork to be completed and signed via email.
- This has many positive aspects, including saving paper & ink used for physical paperwork (in alignment with reducing our carbon footprint), and saving the employer having to set aside time for a visit within their setting.
- The documents containing sensitive information are also more secure as they are sent via email. This greatly reduces the chances of them going missing or being found by an unauthorised person.

What is Expected of the Employer?

- To offer training opportunities for the apprentice to learn new skills and knowledge during working hours.
- Milestone reviews every 10-12 weeks.
- Employer observations, depending on which standard the apprentice is doing.
- To release an apprentice for teaching, assessment & learning (TAL) sessions where possible.
- Open communication.
- Time needs to be allowed for the apprentice to be released to do functional skills exams, unless they are exempt.
- To allow the apprentice time for their 20% off-the-job training.
- To allocate a mentor to each apprentice in the workplace.
- Maintain the safeguarding and welfare of apprentices at all times.

What is Expected of the Apprentice?

- Commitment to gaining higher levels of skills, knowledge & behaviours in their role.
- Functional Skills English and Maths.
- 20% off-the-job training requires 20% of their working time to be spent developing new skills.
- Understand and implement agreed ways of working with their employer and Quest Training.
- Be able to manage their time so that targets are always met.
- To attend the 10-12 week milestone reviews.
- To attend teaching, assessment & learning (TAL) sessions.
- Show a commitment to the understanding of their responsibilities, in relation to safeguarding and the welfare of themselves and others.

What is the End-Point Assessment and how does it Work?

- Once an apprentice reaches the end of their learning period, they reach what is known as **gateway**. This takes place before an **end-point assessment (EPA)** can begin. The employer and training provider will review their apprentice's knowledge, skills and behaviours to see if they have met the minimum requirements of the apprenticeship set out in the apprenticeship standard, and are ready to take the assessment. 3 months are allocated for them to take all parts of their EPA.
- EPA tests the knowledge, skills and behaviours that an apprentice has gained during their training. Unique to each standard, EPA demonstrates the competence of an apprentice in their role. This competence is valued by current and future employers.
- The assessment is carried out by a pre-determined **end-point assessment organisation (EPAO)** that has no affiliation with the training provider. This avoids conflict of interest.
- This is a great opportunity to allow the apprentice to showcase all of their learning and achievements.

The Apprenticeship Service & New Employee Incentive Payments

- The ESFA made the new Apprenticeship Service mandatory from the 1st April 2021. Organisations need to set up an account on the government website, and add a training provider. New apprentices will then be added to secure funding for their apprenticeship.
- If the employment start date of one of your employees is 1st April 2021 or later, and you put them on a funded apprenticeship by 30th September 2021, you will be entitled to a £3,000 incentive.
- £1,500 will be paid 90 days after the apprenticeship enrolment date and another £1,500 will be paid 12 months after this same date.

For more information, please click this link - <https://www.gov.uk/guidance/incentive-payments-for-hiring-a-new-apprentice>

Apprenticeship Standards Delivered by Quest Training and Contact Details

Childcare	Level
Early Years Practitioner	2
Early Years Educator	3
Children, Young People & Families Practitioner	4
Children, Young People & Families Manager	5
Education & Schools	Level
Teaching Assistant	3
School Business Professional	4
Learning Mentor	3
Assessor/Coach	4
Adult Care	Level
Adult Care Worker	2
Lead Adult Care Worker	3
Lead Practitioner in Adult Care	4
Leader in Adult Care	5
Business & Administration	Level
Business Administrator	3
Management	Level
Team Leader/Supervisor	3
Operations Departmental Manager	5
Customer Service	Level
Customer Service Practitioner	2
Customer Service Specialist	3

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