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Employer's Guide to Funded Apprenticeships



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Provider

Different Types of Employer

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

Apprentices enrolled by a levy payer are funded by the organisation's own mandatory levy funding scheme, which they contribute to every year.

If an organisation has an annual salary expenditure 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).

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

If an organisation has an annual salary expenditure 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.

Apprenticeship Funding

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.
- Lived in the UK for at least 3 years
- 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.

The Cost and Duration

Cost and Duration **varies** for an apprenticeship – *here's a simple example-*

- ❖ Early Years Educator Level 3 in Childcare Sector working full time but no experience.
- ❖ Cost £6,000 - employer pays 5% (£300) - their contribution (**employers cannot under any circumstances recoup this cost from apprentices**)
- ❖ The ESFA pays the other 95% (£5,700) – the remainder
- ❖ Duration is in two parts totalling 21 Months
 - Learning period 18 months
 - End-Point Assessment lasts 3 Months, but the apprentice must still be in paid employment during this time.
- ❖ Cost varies on: The Level, the sector and agreed previous experience.
Duration varies on : The level, the sector, agreed previous experience & hours worked.

* Apprentices aged 16-18 are exempt from the 5% contribution if employed by a small employer.

The Signing-Up Process

Potential apprentices are called by us, once we have their **name**, **contact number**, and **job description** given to us by their employer.

This is mandatory **Information, Advice & Guidance** (IAG). The apprentice's personal details and education & training history are recorded. They are guided through what to expect and encouraged to ask us questions.

The apprentice is sent 2 assessments (English & Maths to establish their level) and a learner needs assessment.

A **skills scan** is also sent to rate their previous knowledge, skills and behaviours.

The results are discussed with the employer and the potential apprentice.
Learner needs will only be discussed with an employer if permission from the learner is granted.

Finally sign-up documents are created, and sent to the employer & apprentice to complete and sign

Once all documents are processed, the apprentice is enrolled and their induction with the tutor is booked in.

Post Covid-19 Quest Training enrolls apprentices digitally. We send paperwork to be completed and signed via email. This reduces our carbon footprint and can make signing quicker and more convenient.

The funders also require an up to date risk assessment as part of the sign-up process. This is usually only every 3 years and updated annually with insurance details.

Employers Must:

- Offer training opportunities for the apprentice to learn new skills and knowledge during working hours.
- Have milestone reviews every 8-10 weeks.
- Have employer observations, depending on which standard the apprentice is doing.
- Release an apprentice for teaching, assessment & learning (TAL) sessions where possible.
- Take part in open communication.
- Allow apprentices time to be released for functional skills exams, unless exempt.
- Allow the apprentice time for their 20% off-the-job training (Maximum 6 hours per week).
- Allocate a mentor to each apprentice in the workplace.
- Maintain the safeguarding and welfare of apprentices at all times.

Apprentices Must:

- Commit to gaining higher levels of skills, knowledge & behaviours in their role.
- Pass Functional Skills English and Maths (unless exempt).
- Ensure 20% off-the-job training takes place, developing new skills (*this is a maximum of 6 hours per week if the apprentice works 30 or more hours per week*).
- Understand and implement agreed ways of working with their employer and us.
- Be able to manage their time so that targets are always met.
- Attend the 8-10 week milestone reviews.
- 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.
- Be in active learning during every 4 weeks of their learning period. If there is an issue, e.g., illness or pregnancy, an official break in learning must be put into place. A return to learning form will be completed once they continue their learning period.

End-Point Assessment

- When an apprentice reaches the end of their learning period, they enter a '*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 ensure they have met the necessary apprenticeship standard requirements. This is to prepare them to take the assessment.
- Three 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 important and completes the apprenticeship in the eyes of the funders and employers

The Apprenticeship Service

The Apprenticeship Service is mandatory. 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.

Vacancies are also a feature on the Apprenticeship Service, which allows employers to advertise for new apprentices. We can also assist with this process with guidance, looking for any CVs which have been submitted by potential candidates.

How to set up an account:

<https://www.gov.uk/guidance/manage-apprenticeship-funds>

How to post vacancies:

<https://www.gov.uk/guidance/how-to-take-on-an-apprentice>

Apprenticeship Standards We Offer

Contact Details

Childcare	Level
Early Years Practitioner	2
Early Years Educator	3
Early Intervention Practitioner	4
Early Years Lead Practitioner	5
Children, Young People & Families Practitioner	4
Children, Young People & Families Manager	5
Playworker	2

Schools & Education	Level
Teaching Assistant	3
School Business Professional	4
Learning & Skills Assessor	3
Learning & Skills Mentor	4
Community Activator Coach	2
Sports 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
Healthcare Cleaning Operative	2

Business & Management	Level
Business Administrator	3
Business Analyst	4
Team Leader/Supervisor	3
Operational Departmental Manager	5
Customer Service Practitioner	2
Customer Service Specialist	3

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