

Apprenticeships – Guidance for Employers

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Finishes and interiors sector employers offer Apprenticeship places because they recognise their effectiveness at increasing productivity, improving business performance and ensuring a committed and competent workforce.

Recruiting apprentices enables these employers to fill the skills gaps that exist within their current workforce, as apprentices begin to learn sector specific skills directly from day one; developing specialist knowledge that will positively affect the bottom line. In addition to eager, motivated staff who are committed to on the job training and development, industry research has highlighted numerous direct and indirect benefits of Apprenticeships for both recruiting new apprentices and for training the workforce:

- 80% Companies who invest in apprentices have reported a significant increase in employee retention
- 77% of employers believe Apprenticeships make them more competitive
- 76% of those employers who employ apprentices agree they make their workplace more productive
- 81% of client’s favour using a company which takes on apprentices
- 92% of employers who employ apprentices believe that Apprenticeships lead to a more motivated and satisfied workforce
- employers who employ apprentices rely on their Apprenticeships programme to provide the skilled workers that they need for the future
- Apprenticeship programmes allow training to take part at the workforce with little disruption to business operations
- flexible, bespoke assessment procedures can be designed to ensure that key business operations are not affected, whilst assessors are on-site

- in terms of the return on investment linked to Apprenticeships, many employers see that their apprentices make a valuable contribution to the business during their training period

Recruiting and Managing an Apprentice

One way is to advertise a vacancy online by completing the form at: citb.co.uk/apprenticeships

If you want help with this, CITB have dedicated Apprenticeship Officers who can walk you through the whole process. You can find your local Apprenticeship officer by phoning 0344 994 4010.

The Apprenticeship Officer will discuss your requirements and advertise your vacancy via the National Apprenticeship Service website. The Apprenticeship Officer can also provide a list of suitable candidates to pick from, especially if you haven’t recruited an apprentice before. They can also set up interviews and support the interview process.

Shared Apprenticeships Scheme

The Shared Apprenticeship Scheme allows apprentices to complete a full apprenticeship programme by working with a number of different employers, to gain the skill they require to become qualified.

A collaboration between CITB and various regional partners; it has been established in response to industry demand, as a way of providing contractors with an opportunity to support and benefit from offering work experience and training.

Benefits for the employer:

- the apprentice is employed by the Shared Apprenticeship Scheme, so employment responsibilities will be taken care of and the employer is re-charged for the time the apprentice is working.
- the flexible nature of this scheme can provide a business with the chance to secure new contracts and at the same time provide an opportunity for an apprentice.
- a focused selection process gives an employer the opportunity to select the correct person for the company.
- a business can benefit from a significant saving of the costs normally associated with recruitment.
- the apprentice will be fully supported by CITB representatives, who are committed to helping

them complete their qualifications and become successful tradespeople.

- at the end of the scheme, or at any point during the process, an employer has an option to take over the apprentice and employ them directly.

Claim Funding

Employers can claim a CITB Apprenticeship Grant for employed apprentices, following approved construction-related apprenticeship programmes of two years or more. To do this, employers must be registered with CITB and up to date with any levy payments.

A Grant is paid for attendance at college, the achievement of a VQ and an apprenticeship framework, up to a maximum of £6,000 for a two-year course or £10,250 for three years.

Grant is available for:

- construction-related occupations only
- apprenticeships run by a CITB Managing Agency
- apprenticeships run by other managing agencies. You will need to contact your local CITB office for an application form as soon as possible to ensure that you get your grant
- approved specialist occupations where training leads to the achievement of a Vocational Qualification (VQ)

To claim this grant:

- employers must use an approved work-based learning provider
- the apprentice must be registered onto an approved apprenticeship scheme within 26 weeks of the start date of training
- employers will need to complete and submit further grant claim forms at various stages throughout the apprenticeship

Full details here: http://www.citb.co.uk/documents/levy-grant/20152016%20grants%20scheme%20pdf's/apprentices_england_wales.pdf