

## **Information for the Employer**



### **What is an Apprenticeship?**

Apprentices learn while they work, so their knowledge is up-to-date.

Because their training is on the job, the practical skills they gain are the ones that are right for your business.

Apprenticeships offer your business training for all your existing staff and new recruits in a wide range of areas, from business administration to specialist skills like engineering.

### **How it works**

*Apprentices learn through a combination of on and off the job learning.*

On the job they work alongside your staff, off the job they attend college, (usually on a day release basis) working towards nationally recognised qualifications.

You will work with the college to identify which Apprenticeship or Apprenticeships meet your business needs, the college can also assist in the recruitment of your apprentices, they may already have suitable candidates already studying with them.

An apprenticeship can last between one and three years (depending on which sector) and an apprenticeship must exceed sixteen hours per week.

### **There are currently two levels of Apprenticeship:**

- Apprenticeship: apprentices work towards a qualification at Level 2 (equivalent to five good GCSE passes), Key Skills qualifications and in most cases a relevant technical certificate.
- Advanced Apprenticeship: advanced apprentices work towards a qualification at Level 3 (equivalent to two A-level passes), Key Skills qualifications and in most cases a relevant technical certificate.

### **Making training relevant**

Apprenticeships are designed by business, for business. Sector Skills Council's are composed of business representatives from the relevant sector or industry. They decide on the course content within their own sector.

### **How can Apprenticeships help me?**

By keeping you ahead of the competition! Apprenticeships ensure that your workforce have the practical skills and qualifications your organisation needs now and in the future.

### **What Apprenticeships does Furness College offer?**

At present, we offer the following apprenticeships in Level 2 and 3:

- **Accounting**
- **Business Administration**
- **Catering & Hospitality**  
[Front of House](#)

- Multi Skills Hospitality
- Professional Cookery
- **Construction**
  - Brick Work
  - Carpentry & Joinery
  - Painting & Decorating
- **Engineering**
  - Electrical
  - Fabrication & Welding
  - Mechanical
  - Pipe-Fitting
- **Hairdressing**
- **Health & Care**
- **Information Technology**
  - IT Services & Development
  - Using IT
- **Motor Vehicle**
  - Fast-Fit Technician
  - Light Vehicle Body & Paint
  - Light Vehicle Technician
- **Retail**
- **Sport & Leisure**

### **National Minimum Wage**

According to Direct Gov the Current NMW rates are as follows:

There are different levels of NMW, depending on your age and whether you are an apprentice.

The current rates are:

- £5.93 - the main rate for workers aged 21 and over
- £4.92 - the 18-20 rate
- £3.64 - the 16-17 rate for workers above school leaving age but under 18
- **£2.50 - the apprentice rate, for apprentices under 19 or 19 or over and in the first year of their apprenticeship**

An apprentice must be paid at least £2.50 per hour as this is a condition for employers offering Apprenticeships.

An Apprentice can be paid more than this and the amount will depend on what age and what stage of the Apprenticeship they are at.

### **Holiday entitlement**

Apprentices must receive the statutory minimum entitlement which at present is 20 days holiday per year (plus bank holidays). Their individual entitlement will be determined by the employer in the terms of employment or training agreement. As an employer you can decide how much notice an apprentice is to give when taking holidays.

### **Insurance**

All employers must have Employers' and Public Liability Insurance before taking on an Apprentice.

### **Recruiting Apprentices**

Employers can contact Furness Training as we receive applications throughout the year! We can then pass on the person's Application Form or CV for you to look at.

Furness Training can also assist you with inputting your employment opportunities for apprentices on the Apprenticeship Vacancy Matching Service. This new service enables you to advertise your vacancies online and find candidates who match your criteria.

The system matches your vacancy with suitable candidates and will send a message alert to their inbox inviting them to apply. They can do so online using a simple re-usable form.

**For more helpful advice on apprenticeships please contact Leanne Ensor at**

**Furness Training on:**

**T: 01229 844847**

**E: [Leanne.ensor@furnesstraining.co.uk](mailto:Leanne.ensor@furnesstraining.co.uk)**