

Apprentices

The workforce of tomorrow

Lotus HR can make apprenticeships work for you

Young people are highly motivated and can make a real difference in your workforce. They are enthusiastic and want to learn.

With the right recruitment and tailored training programme they will develop into valuable employees. Lotus HR will help you recruit and train the best apprentices.

Apprenticeships are designed to give young people the chance to train on the job and earn a little money in recognition for their efforts. Apprenticeships are seen more and more as the gold standard for work-based training. It has been reported by the UK Commission for Employment and Skills that in some industries apprentices generate a 300% return on investment. Research also shows that employers who offer apprenticeships are viewed more favourably and have a more attractive brand. Why? Because training with care and consideration is building the future of our workforce and the future of our businesses.

Let us help you.

The facts

■ What are apprenticeships?

Apprenticeships are nationally recognised qualifications. They offer an excellent way for young people to master practical skills in the workplace and to earn as they learn. Apprenticeships work by integrating structured training, work development and a certification programme. As a result, apprentices become technically competent and develop a range of broad-based skills which will serve them and their employers throughout their working life.

Apprenticeships are work-based training programmes designed around the needs of employers. The Government encourages companies to adopt apprenticeship programmes by making a contribution to the cost of training.

■ Who can become an apprentice?

Anyone who is not in full-time education and aged between 16 and 24 can become an apprentice.

■ Who provides the training?

We work with a wide variety of training providers who are accredited to deliver apprenticeship training across all frameworks.



Apprenticeships are great, because at college I am learning about the front-end design – logos and websites as users and audiences see them – which is a really good way of bringing on my skills and making my approach more complete. I've been given lots of responsibility here, which I love. I am really excited to be here and thoroughly enjoy learning from the team.

John Airzee, IT support apprentice*

■ How much does an apprenticeship cost?

Salaries

All apprentices must have an employment contract (permanent or fixed term). The minimum wage for apprentices is £2.68 per hour. However, many employers pay in the region of £4 to £5 per hour.

Training costs

For apprentices aged 16-18, all training costs are met by the government. For apprentices aged 19+ the employer has to make a contribution towards the training cost.

If an apprentice is 18+ the training cost will be in the region of £500-£800.

How long will it take?

It is mandatory for apprentices aged 16-18 to be on a programme for a minimum of 12 months. The time it takes to complete the qualification depends on the type of apprenticeship framework.

Employer's grant

There is an apprenticeships grant available for employers of 16 to 24 year olds. The grant supports businesses with the cost of recruiting and developing an apprentice. An eligible employer, employing less than 1,000 staff, can claim £1,500 for each apprentice up to a maximum of 10 in any one year.

■ What is the process?

Apprenticeships aim to produce well-rounded employees, up to date knowledge and technical competence. In order to do this, the apprentices' competence in work situations are assessed in these areas:

- a knowledge qualification that demonstrates an appropriate level of understanding about the area of work;
- functional skills to ensure that appropriate standards in English, maths and information technology are met;
- employment Rights and Responsibilities (ERR: awareness of the rights and responsibilities that are essential in the workplace);
- development of Personal, Learning and Thinking Skills (PLTS) which are essential in all workplaces such as effective participators, self managers, independent enquirers, creative thinkers, reflective learners and team workers.

Apprentices are expected to work a four day week with one day release for study.



Apprenticeships help businesses to grow

96% of employers that take on an apprentice report benefits to their business.

72% of businesses report improved productivity as a result of employing an apprentice.

Other benefits reported by around **two-thirds** of employers include improved products or services, new ideas being introduced to the organisation, better morale among staff and more staff staying with the organisation.

Statistics are courtesy of the National Apprenticeship Service

■ What are the benefits?

The benefits to you as employers

- You will be viewed favourably and have a more attractive employer brand.
- You get to mould a bright young person into your ideal employee, believing in your company values.
- Your recruitment costs and reliance on agency workers will be reduced.
- Apprenticeships provide a route to build career pathways into skills shortage areas.
- Your employees, who do not normally line manage staff, have opportunities to supervise and mentor apprentices which develops their own skills in this area.
- You improve your service delivery.

The benefits to apprentices

- Apprentices gain a qualification which is valued by employers.
- They earn whilst they learn.
- They gain practical and job-specific skills.
- They work with and learn from experienced staff.
- They enhance their career prospects.

■ How we support you

Lotus HR will help you to understand the best options and how to make apprenticeships work for your business. We will work with you to create the most suitable apprenticeship programme and ensure that you get the support provided by the Government. Our support includes:

- working with your business to assess your requirements and advise you on the best approach;
- helping you to recruit the best, enthusiastic and motivated young apprentice;
- managing pre-employment checks and any required testing;
- designing and running pre-employment training so that your apprentice can 'hit the ground running';
- designing an effective induction programme for you;
- helping you to manage your apprentice from start to the completion of their programme.

We provide a 'One Stop' service for employers, apprentices and other partners to ensure that you successfully recruit, develop and retain valuable talent.

Our ethos is to ensure that you appoint the best calibre of young person for your business and that you train them to become an asset to your company.



With the right recruitment and tailored training programme apprentices will develop into valuable employees. Lotus HR will help you recruit and train the best apprentices.

■ Your responsibility for successful apprenticeships

Delivering a successful apprenticeship programme which results in the apprentice's growth in confidence and maturity, alongside developing their work skills, relies on effective collaboration between different talents within your company. Each specialist has a unique role to play.

Line manager's responsibilities

The line manager provides the apprentice with a unique and valuable training and development opportunity. The line manager needs to make sure that existing employees are aware that the apprentice will need support and require considerate guidance for them to get the maximum benefit from their work training.

The line manager is responsible for providing the apprentice with a range of opportunities to develop their skills on the job by undertaking varied work tasks and, by prior agreement, releasing the apprentice to attend development sessions to complete their qualification.

Additionally, line managers will be expected to:

- take part in recruiting the apprentice for their team;

- attend briefing meetings to clarify how to support the apprentice in the workplace;
- undertake legal and contractual responsibilities for the health and safety of the apprentice;
- provide day-to-day supervision of the apprentice's work activities;
- ensure that the apprentice is given sufficient time to fulfil their training and assessment commitments;
- contribute regularly to the review of the apprentice's progress;
- keep in regular contact with all parties involved in the apprentice's training to maintain a positive learning environment to support their professional development.

Workplace coach

Apprentices are inexperienced workers and need guidance to give them the confidence to contribute to their workplace objectives and navigate their way through any problems that may arise.

This is where the help of a workplace coach is very valuable. We will support the designated coaches in guiding the apprentice.

The role of a coach includes:

- encouraging and supporting the apprentice with

Being a part of the apprentice programme has been a great move into a challenging and rewarding career opportunity, I contribute to the company's success by assisting and supporting my team wherever possible. The best part of being an apprentice is learning in a work-based environment.

Ollie Betteridge, apprentice, CapGemini*

realistic expectations to maintain their momentum and commitment;

- occasionally meeting with both the training provider's representative and the apprentice to review their progress in line with the training plan;
- highlighting opportunities for the apprentice to develop their skills to use as evidence for their portfolio;
- helping to resolve any work performance issues.

We'll make apprenticeships easy for you

We play a vital role in implementing the apprenticeship programme, ensuring that progress is made over the course of the apprenticeship. As apprenticeships are not to be viewed as cheap labour, we will work with you to that ensure your business gets the maximum value from employing a young person.

Specifically we:

- secure funding for the technical delivery of your apprenticeship framework – for example, the vocational qualification, functional skills and technical certificate;
- undertake initial assessment of apprentices;
- liaise with the training provider delivering the apprenticeship training plan;
- conduct quality assurance procedures in line with funders' requirements to meet training and assessment specifications;
- supply you with regular progress reports and attend any meetings necessary to make certain that the programme progresses to a successful outcome for apprentices and you;
- provide administration and verification help for the Apprenticeship Completion Certificate.

Are you interested in finding out how we can help you add the value of apprentices to your business?

Please call Lotus HR on 020 8150 9960 or email enquiries@lotushr.co.uk
www.lotushr.co.uk

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*Quotes are courtesy of the National Apprenticeship Service