

# Employer's Guide to Apprenticeships



## What other employers think

Research recently conducted on behalf of the LSC (Populus, February 2008) to launch the first National Apprenticeship Week revealed that:

77% of employers believe that Apprenticeships make them more competitive.

76% say that Apprenticeships provide higher overall productivity.

80% feel that Apprenticeships reduce staff turnover.

83% of employers rely on their Apprentices to provide the skilled workers they need for the future.

88% believe that Apprenticeships lead to a more motivated and satisfied workforce.

## Why should I employ an Apprentice?

### Expand your workforce with minimal risk

The Apprenticeship programme allows you to expand your workforce for a relatively low cost over a fixed period. The programme also encourages you to recruit younger individuals, that you may not have previously considered, with minimal risk to your business (and the potential for significant benefits).

### Train your workforce your way

Most Apprentices will come to you straight from full-time education (or very early in their work life) enabling you to train and develop them in the ways they will benefit your company.

### Help recruitment and fill your skills gaps

Apprentices can be trained in the areas that your business needs most, helping to plug your skills gaps and increase opportunities to promote from within, saving your business time and money.

## What should I consider beforehand?

### Can you provide support and commitment?

Most Apprenticeship candidates will be young people that may not possess the skills and work/life experience you expect from a potential full-time employee. You and your management team will need to consider what the individual could achieve given the right level of training, support and commitment from you.

### Do you have a suitable working environment?

An Apprentice will spend the majority of their working week alongside your experienced staff, so the working environment needs to be appropriate and supportive, encouraging the development of job-specific skills.

### Can you pay at least £95 a week (from Aug 09)

A full-time employed Apprentice is paid a salary that reflects their skills, experience, age and ability. The minimum salary is currently £80 per week (rising to £95 in August 2009).

### Will there be a job opportunity at the end?

Whilst it isn't a requirement, ideally your company will be able to offer the Apprentice full-time employment once their programme is complete.

For more information about Apprenticeships contact A4e Skills on:

**0114 223 6653**

**skills@a4e.co.uk**

**a4eskills.co.uk**

## How do I find an Apprentice?

### Introduction to the programme

Before you begin the recruitment process we will meet with you and your management team to explain the Apprenticeship programme in more detail, how it can best work for you and other issues such as any funding that may be available.

### Finding and recruiting an Apprentice

Once you have committed to employing an Apprentice we can help you find the right candidate to join your team through a number of routes including:

**NAVMS, The National Apprenticeship Vacancy Matching Service.**

**Connexions Service and other referral agencies.**

**A4e frontline services.**

**Supporting your existing staff into Apprenticeships.**

More details on NAVMS and other recruitment options are available at: [www.a4eskills.co.uk/navms](http://www.a4eskills.co.uk/navms)

## How can A4e Skills support my business?

### Agree and implement a Learning Plan

Once you have recruited a suitable candidate we will work with you and your new Apprentice to agree and implement a Learning Plan that is relevant and appropriate to both your requirements.

### Identify and manage training resources

Based on the objectives of the Learning Plan we will identify, source and manage the most appropriate training resources for both the 'on-the-job' work-based training and 'off-the-job' day release activity.

### Evaluation and feedback

To ensure that the objectives of the Learning Plan are being met we will undertake regular evaluation of the programme and provide valuable feedback to you and your Apprentice.

### Ensuring Quality Standards are met

As a Government backed programme all Apprenticeships are required to meet very rigorous quality standards. We will use our significant experience of managing programmes to ensure that all the requirements are met.

## Our 5 steps to recruitment

**Step 1**  
**Contact A4e Skills**  
**0114 223 6653**

**Step 2**  
**Explain programme**  
**and discuss options**

**Step 3**  
**Promote vacancy**  
**on NAVMS and others**

**Step 4**  
**Create shortlist,**  
**interview and appoint**

**Step 5**  
**Agree Learning Plan**  
**and start date**



improving people's lives

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**0114 223 6653 | [skills@a4e.co.uk](mailto:skills@a4e.co.uk)**