



Wiltshire College  
& University Centre

# Apprenticeships

## Employer Guide

### Building your future workforce

We are always looking out for new employers to help ensure our apprentices receive the best training to meet their future needs. Apprentices fill business skills gaps in a cost-effective way, which affords businesses more freedom to nurture their next generation of talent.

Our dedicated Business Development team provide all the support needed to help workforces plan their businesses for now and the future. They can also guide you through the entire process including funding businesses may be eligible for.

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## What is an apprenticeship?

Wiltshire College & University Centre currently offers around 60 apprenticeships from Level 2 to Level 7 in more than 25 different occupational areas, lasting between 12 months and four years. Depending on the level and industry area, businesses of all sizes are able to recruit an apprentice or upskill an existing employee in the workplace.

Apprenticeships are a proven way of creating a more efficient and skilled workforce. They provide employers with the opportunity to attract new talent, offer progression and develop a motivated, skilled and qualified workforce which helps to improve economic productivity.

An apprenticeship addresses skills gaps and provides access to practical skills. In fact, with the increase of higher and degree level apprenticeships, businesses can now access higher level technical skills, vital to their performance and growth.

An apprenticeship is a job with off-the-job training. Sometimes in combination with classroom-based study, apprenticeships give learners their first step into a career or grow talent by upskilling current employees.

Modern apprenticeships offer the opportunity for people of any age to achieve academic and/or vocational qualifications alongside being trained in a chosen profession.

### **Employers and training providers could get £1,000 each for taking on an apprentice who is either:**

- aged 16 to 18 years old, or
- aged 19 to 25 years old and has an Education, Health and Care Plan (EHCP) or has been in the care of their local authority

**For further information, click [here](#).**





### How do apprenticeships work?

The apprenticeship training is a combination of on and off-the-job training. This allows apprentices to work with a mentor to learn job-specific skills in the workplace.

Off-the-job training can be delivered in the workplace, via day or block release at one of WCUC campuses or online.

### What is a degree apprenticeship?

Higher and degree level apprenticeships combine work with study and may include a work-based, academic or combined qualification.

It may also be a professional qualification or a degree relevant to the chosen industry. Those apprenticeships are available at Levels 4 to 7.

Typically, higher apprentices study part-time at college, university or with a training provider and can take between one and five years to complete.

### What are the different levels of apprenticeships?

Name	Level	Equivalent Educational Level	Progression Opportunities
Intermediate	2	5 GCSE passes at grades 9-4/A-C	Advanced apprenticeship Further employment
Advanced	3	2 A level passes	Higher apprenticeship Diploma degree level study Further employment
Higher and degree level	4, 5, 6 and 7	Foundation degree and above	Further degree study Further employment or apprenticeship



## Cross Manufacturing

**“We’ve introduced the apprenticeship programmes in various subject matters to plug that skills gap and it’s been very successful ensuring the business is sustainable and has a good future.”**

Nick Lambert, Operations Manager at Cross Manufacturing discusses apprenticeships and how they benefit the business.



## Apprenticeships make great business sense

**92%**

of companies that have taken on apprentices believe this leads to a more motivated and satisfied workforce

**86%**

said apprenticeships helped them develop skills relevant to their organisation

**80%**

have seen a significant increase in employee retention

Source: [HM Government Apprenticeships](#)

# Employer Responsibilities

By employing an apprentice, employers have certain requirements to meet:

- Employers are required to give their apprentice an induction into their role and provide on-the-job training.
- An apprenticeship agreement between the employer and the apprentice must be in place.
- They are responsible for issuing the apprentice's contract of employment and paying their wages which must cover release time for training.
- Employers must allow assessor workplace visits as required by the programme. This will include at least 8-12 progress review visits with both the apprentice and their line manager.
- All apprentices must receive the same benefits as other employees.
- If the apprentice works under 30 hours per week or is on term time only contract the duration of the apprenticeship can be extended if agreed with an apprenticeship manager.
- Apprentices aged 16, 17 or 18 at the point of enrolment must be paid at least the Apprenticeship National Minimum Wage of £6.40 per hour (Employers can pay more at their own discretion). All other apprentices are entitled to the following pay after 12 months of being on program:

Year	21 and over	18-20	Under 18	Apprentice
April 2024	£11.44	£8.20	£6.40	£6.40



## Off-the-job training

Off-the-job-training is a formal essential component of the apprenticeship and it is a legal requirement for the employer to release their apprentice to complete their training.

Employers must ensure that off-the-job training (assignments, assessments and research directly linked to their apprenticeship programme and other activities listed below) amounts to at least 6 hours a week or up to 20% of the apprentice's contracted employment hours across the whole apprenticeship.

## Relevant activities included in off-the-job training

Any off-the-job training undertaken by the apprentice must be directly relevant to the apprenticeship programme or standard and can include the following:

- College attendance if it is part of the apprenticeship programme; some apprenticeships are purely workplace-based.
- The teaching of theory: lectures, role playing, simulation exercises, online learning and manufacturer training.
- Practical training: shadowing, mentoring, industry visits and attendance at competitions.
- Learning support: working with learning mentors to support assignment writing and research.





# Apprenticeship Levy

## How does it work?

Large employers (with a payroll of over £3million per annum, regardless of whether they already employ apprentices or not) across all industries are required to contribute to the new Apprenticeship levy.

The levy is payable by employers whose payroll is £3million per annum or above at the rate of 0.5% of the payroll cost through PAYE alongside income Tax and National Insurance.

## Transferring levy funds

Large employers that pay the apprenticeship levy can choose to transfer up to 25% of their levy funds each year to other businesses, to pay for their apprenticeship training and assessment. Transferring levy funds is a way of supporting other businesses by deciding which sectors, skills or local areas you'd like to fund. The receiving employer has to agree levy transfer with the sending employer and with the provider.

## For more information visit:

[gov.uk/guidance/pay-apprenticeship-levy](https://www.gov.uk/guidance/pay-apprenticeship-levy)

# Non Levy Paying Businesses

## How does it work?

Employers with less than 50 employees will not be required to contribute towards training costs for 16–21-year-old apprentices.

If their apprentice is 21 or over they will be required to pay 5% of the total apprenticeship training cost.

Employers with a payroll of less than £3million per annum and 50 or more employees will pay 5% of the total apprenticeship training cost for all apprentices of all ages. The government pay the remaining amount of the training cost.



# Recruitment

Details of the apprenticeship vacancies can be found on the 'Find an Apprenticeship' at Gov.uk, our website and are also posted on our social media platforms, as well as being sent directly to schools and shared with existing college students.

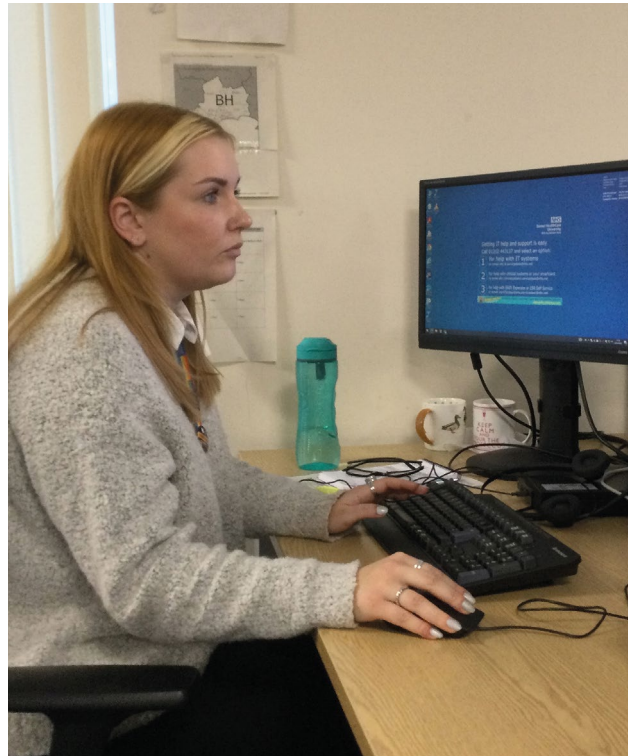
You can also recruit apprentices directly, but need to get in touch with us to complete the recruitment process.

**Apprentices can also be current employees who wish to improve or enhance their skills.**

## Recruitment process:

1. You complete a vacancy description form
2. Our Apprenticeship Team will post the vacancy on the 'Find an Apprenticeship on Gov.uk' and our website
3. The Apprenticeship Team will check the candidates eligibility for funding for apprenticeship programmes in England
4. You interview candidates for job suitability
5. We invite candidates for an initial assessment (maths and English) and programme suitability

Before you complete the vacancy description form, you must set up you Digital Apprenticeship Service account and give WCUC permission to advertise on your behalf before we can submit your vacancy for approval



## Brunel Motors

**“Apprentices are helping every industry grow, not just the motor trade.”**

Andy Trollope is the owner of independent car garage, Brunel Motors in Salisbury. He began his career with an apprenticeship back in 1988 at Salisbury College so has a long-standing relationship with WCUC. In fact, his staff members and pretty much everyone he knows in the trade went to Salisbury College.

He finds himself returning to the skills that he learnt over 30 years ago, such as equations. Andy believes those skills were the building blocks for his success and are definitely skills for life, helping him get to where he is today.

Andy believes apprenticeships are essential if you want to grow and make plans for the future because you're getting on-the-job learning along with classroom learning and off-the-job training.

“There is a fundamental lack of vehicle technicians out there and there is going a big lack in 10 or 15 years' time so now is the time for training and investing in the future.” “It's helping my business to grow and they're being trained how we want them to be trained in the workshop and how they should be trained in the classroom.”



# We have apprenticeships available in...

Wiltshire College & University Centre currently offers over 60 different apprenticeships. Apprenticeships are becoming increasingly more specialised with pathways designed to suit specific job roles within your business and to meet your needs.



## Agriculture and Environmental

Arborist	Level 2
General Farm Worker	Level 2
Horticulture and Landscape Operative	Level 2
Land-based Service Engineer	Level 2
Sports Turf Operative	Level 2
Land-based Service Engineering Technician	Level 3
Landscape/Horticulture Supervisor	Level 3
Livestock Unit Technician	Level 3

## Business and Administration

Customer Service Practitioner	Level 2
Business Administrator	Level 3
Customer Service Specialist	Level 3
HR Support	Level 3
Team Leader/Supervisor	Level 3
Associate Project Manager	Level 4
Chartered Manager	Level 4-6
People Professional	Level 5
Operations/Departmental Manager	Level 5
Senior Leader	Level 7

## Catering and Hospitality

Commis Chef	Level 2
Hospitality Team Member	Level 2
Production Chef	Level 2
Chef De Partie	Level 3
Hospitality Supervisor	Level 3

## Construction

Craft Bricklayer	Level 3
Craft Carpentry and Joinery	Level 3
Carpentry and Joinery	Level 2
Groundworker	Level 2
Painter and Decorator	Level 2
Property Maintenance Operative	Level 2
Advanced Carpentry and Joinery	Level 3
Installation Electrician/ Maintenance Electrician	Level 3
Plumbing and Domestic Heating Technician	Level 3





## Education and Childcare

Early Years Practitioner	Level 2
Early Years Educator	Level 3
Teaching Assistant	Level 3

## Legal, Finance and Accounting

Accounts/Finance Assistant	Level 2
Assistant Accountant	Level 3
Professional Accounting/ Taxation Technician	Level 4

## Hair

Hair Professional	Level 2
Advanced and Creative Hair Professional	Level 3

## Health and Care Services

Adult Care Worker	Level 2
Healthcare Support Worker	Level 2
Lead Adult Care Worker	Level 3
Senior Healthcare Support Worker	Level 3
Children, Young People and Families Practitioner	Level 4
Lead Practitioner in Adult Care	Level 4
Children, Young People and Families Manager	Level 5
Leader in Adult Care	Level 5

## Engineering and Manufacturing

Engineering Machining Technician	Level 3
Autocare Technician	Level 2
Design and Draughtsperson	Level 3
Engineering Fitter	Level 3
Engineering Technician (Tech Support)	Level 3
Maintenance and Operations Engineering Technician	Level 3
Motor Vehicle Service and Maintenance Technician (Light Vehicle)	Level 3
Engineering Manufacturing Technician	Level 4

## IT

Information Communications Technician	Level 3
Network Engineer	Level 4



For more information and expert guidance, contact  
[apprenticeships@wiltshire.ac.uk](mailto:apprenticeships@wiltshire.ac.uk) or call 0845 345 2235