

**APPRENTICESHIPS.  
A GENIUS DECISION.  
EMPLOYER TOOLKIT**





# CONTENTS

A Guide to Apprenticeships	3
Understanding Apprenticeships in Wales: Levels	4
Understanding Apprenticeships in Wales: Welsh Language and Additional Needs	5
Understanding Apprenticeships in Wales: Sectors	6
Apprenticeship Providers	7
Benefits for Your Business	8
Funding and Support	9
Employer Testimonials	10
Business Wales and Medr	11
What's Next?	12





# A GUIDE TO APPRENTICESHIPS

This guide is designed to tell you everything you need to know about Wales' all-age apprenticeship programme as an employer.

Apprenticeships are an essential way of achieving economic success and by offering them, your business can benefit through cost-effective recruitment and future proofing your organisation with a pipeline of fresh talent.

Most importantly, support is available to help you every step of the way in your apprenticeship journey. The Welsh Government, Business Wales and Medr are committed to supporting businesses who wish to recruit and train apprentices.

**If you're interested in recruiting an apprentice, please scan the QR code to complete the form and you will be contacted by an Employer Engagement Adviser from Business Wales.**



# UNDERSTANDING APPRENTICESHIPS IN WALES

## Levels

There are different levels of apprenticeships to suit your business needs.

These range from foundation level (equivalent to 5 GCSEs), Apprenticeships (equivalent to A level qualifications), Higher Apprenticeships (equivalent to foundation degrees) and Degree Apprenticeships (run in partnership with universities).

Apprenticeship Level	
<b>Foundation Apprenticeship Level 2</b>	Foundation Apprentices study towards qualifications equivalent to 5 GCSEs or NVQ Level 2, and the route includes a practical work element that helps learners gain valuable on-the-job experience. Many go on to complete Apprenticeships and Higher Apprenticeships.
<b>Apprenticeship Level 3</b>	Apprentices gain valuable on-the-job skills whilst studying towards a nationally recognised qualification equivalent to 5 GCSEs (at A*-C), 2 A-Levels or an NVQ Level 3.
<b>Higher Apprenticeship Level 4/5</b>	Higher Apprentices work towards qualifications equivalent to a HND, HNC, or Foundation Degree, and the route includes a substantial work-based learning component that allows apprentices to apply their skills in real-world settings while gaining valuable industry experience.
<b>Degree Apprenticeship Level 6</b>	By combining higher level learning and employment, employers can develop their workforce, and apprentices can gain a degree at the same time as building their careers and earning a salary.

# UNDERSTANDING APPRENTICESHIPS IN WALES

## Welsh Language and Additional Needs

### Welsh Language and Bilingual Apprenticeships

Apprenticeships in Wales can be studied in English or Welsh, or even bilingually, depending on the employer's needs. There are business benefits to employers who use the Welsh language and providing a Welsh service to Welsh speakers can improve customer service.

### Hiring apprentices with additional needs

Encouraging applications from disabled people and people with additional needs is good for business. It can help you to:

- increase the number of high-quality applicants available
- create a workforce that reflects the diverse range of customers it serves and the community in which it is based
- bring additional skills to the business, such as the ability to use British Sign Language (BSL), which could result in large savings
- the costs of making reasonable adjustments to accommodate disabled employees are often low.

Through the all-age Apprenticeship Programme, employers may also be eligible for an additional £2,000 in funding to support apprentices with additional needs.

The benefits of retaining an experienced, skilled employee who has acquired an impairment are usually greater than recruiting and training new staff. It is also good for the individual.

The **Access to Work scheme** can provide help to pay for special equipment, adaptations or support worker services to help disabled people with support costs in the workplace. For more information, visit [www.gov.uk/access-to-work](https://www.gov.uk/access-to-work)

# UNDERSTANDING APPRENTICESHIPS IN WALES

## Sectors

Employers in almost all sectors of the Welsh economy can participate in apprenticeships and partner with a training provider who will deliver a course suited to your business needs.

Traditionally, you may associate apprenticeships only with sectors such as construction, engineering, or other hands-on jobs, but in recent years this has expanded to a much wider range.

In Wales, an apprentice will follow an approved apprenticeship framework which is available via the [Apprenticeship Framework Library](#).

The frameworks allow for consistency in the types of courses being delivered across the country. As an employer, you'll be partnered with a training provider who will help to deliver the course.

Advanced Manufacturing and Materials	Agriculture and Environment	Automotive, Transport and Logistics	Business and Management
Catering and Hospitality	Childcare Services	Construction and Building Services	Creativity Design and Media
Digital Technology	Education and Information Services	Energy	Engineering
Food and Drink	Hair and Beauty	Healthcare	Health and Social Care
Legal and Financial Services	Life Sciences	Property Services	Protective Services
Public Services	Retail	Travel, Tourism and Leisure	



# APPRENTICESHIP PROVIDERS

The Welsh Government Apprenticeship Programme is delivered by a network of training providers across Wales.

These include:

- Associated Community Training Ltd
- B-wbl Pembrokeshire College
- Cambrian Training Company
- Cardiff and Vale College
- Coleg Cambria
- Educ8 Training Group Ltd
- Gower College Swansea
- Grŵp Llandrillo Menai
- ITEC Training Solutions Ltd
- Skills Academy Wales at NPTC Group of Colleges

You can find out more about the network of providers and how to get in touch with them directly via [Medr's website](#).



# BENEFITS FOR YOUR BUSINESS

There are many benefits of apprenticeships for employers of all sizes. Training an apprentice can help you to...

- **Enable cost-effective recruitment and training:** you can cover the apprentice's wage, and the Welsh Government covers most of the training costs.
- **Create a pool of talent:** upskill or recruit apprentices to develop a skilled, qualified workforce.
- **Fill skills gaps:** enabling you to meet demands now and in the future.
- **Help your business grow:** whether you choose to recruit, retrain or redeploy your workforce, apprenticeships can help your business grow.
- **Promote inclusivity:** hiring apprentices allows you to offer opportunities to under-represented groups, promoting inclusivity and bringing a variety of perspectives to your team.



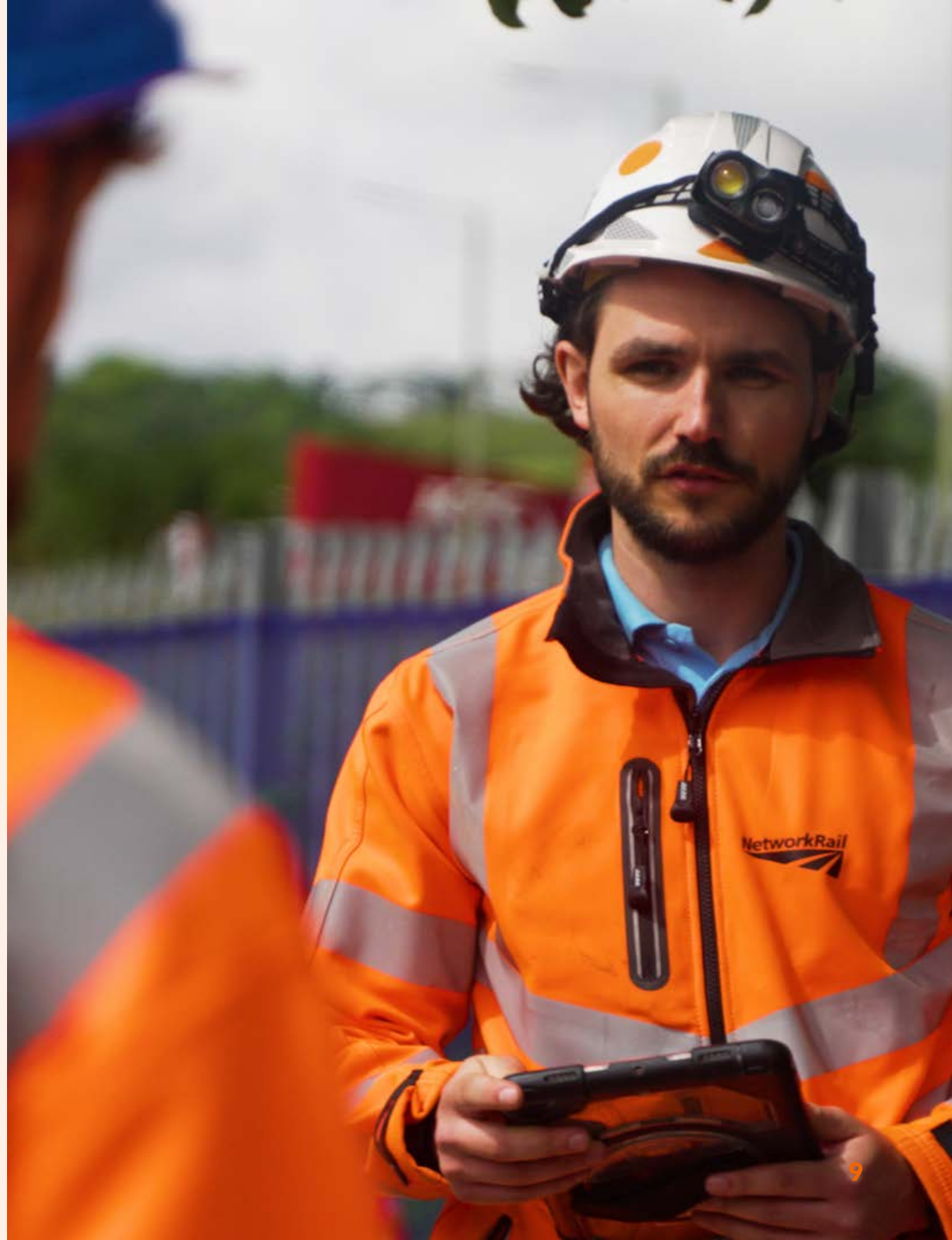


# FUNDING AND SUPPORT

Having the right support behind you is key to making your apprenticeship journey a success, and help is at hand for all employers.

- **Expert support:** Once you've registered your interest, you'll be contacted by Business Wales, who will guide you through the process and help you understand what support is available.
- **Recruitment support:** You will work directly with a training provider, who will support you before recruitment even begins. This can include helping you shape the role, understanding what level or framework is most appropriate, and advising on the skills and training your apprentice will receive. They will also help advertise the vacancy on the Apprenticeship Vacancy Service.
- **Training and programme delivery:** A training provider delivers the apprenticeship training and works with you to design a learning plan that fits your business. They carry out regular progress reviews with you and the apprentice.
- **Financial support:** You are responsible for paying the apprentice's wages while they are employed by your organisation. The Welsh Government covers the cost of the training provision.

A Genius Decision. **Employer Toolkit.**



# EMPLOYER TESTIMONIALS

Click the images to find out why employers in Wales have made the genius decision to hire an apprentice.

## NATIONAL BOTANIC GARDEN OF WALES

"As we up-skill the organisation, our apprentices become a fixture in up-skilling the team. They bring a fresh take and a fresh experience."



## SPORT WALES

"The business has benefited enormously from hiring degree apprentices. We're getting the skills in-house and we're able to take on a lot more projects."



## DINORWIG POWER STATION

"I can't see a downside to hiring an apprentice. You develop people, you invest in people and you get that investment back tenfold."



# BUSINESS WALES AND MEDR

## Business Wales

Business Wales provides specialist advice and guidance which is fully funded to support people in Wales that are starting, running and growing businesses. If you are considering hiring an apprentice, you can access further help and support from an Employment Engagement Advisor.

Visit [Business Wales' website](#) to find out why apprenticeships are a genius decision.

## Medr

Medr, the Commission for Tertiary Education and Research, is responsible for funding and regulating the tertiary education sector in Wales including further education (FE), higher education (HE), research and innovation, apprenticeships, adult community learning, and local authority maintained school sixth forms.

On 1 August 2024, Medr took over the full range of duties from the Higher Education Funding Council for Wales (HEFCW), and a range of functions from the Welsh Government.

Visit [Medr's website](#) to find out more.

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Business  
Wales

Medr

**Y Comisiwn Addysg Drydyddol ac Ymchwil**  
Commission for Tertiary Education and Research



# WHAT'S NEXT?

Business Wales will provide you with information on all aspects of our Apprenticeship Programme.

Complete the [Expression of Interest form](#) for further help and support.

To find out more about apprenticeships, visit the following links:

- [Read step-by-step guidance](#) about apprenticeships in Wales.
- Find out more about managing your vacancies via the [Apprenticeship Vacancy Service](#).
- Follow the Welsh Government's Apprenticeships pages on social media via [Facebook](#) and [X](#).



