



Llywodraeth Cymru
Welsh Government

RECRUIT AN APPRENTICE.

A GENIUS DECISION.

An Employers Guide



 Prentisiaethau
Apprenticeships



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QUICK GUIDE TO

APPRENTICESHIPS IN WALES

Apprenticeships are highly valued by both employers and apprentices and the framework completion rates are consistently over 80%.

Apprenticeships are an essential ingredient for achieving economic success and prosperity in Wales. Our investment in skills is an investment in the future of the country. The Welsh Government commits to delivering a minimum 100,000 high quality all-age apprenticeships over this Assembly term.

By offering apprenticeships, you are not only helping your own business to grow, you are also making an invaluable contribution to boosting our economy and ensuring our future workforce is equipped with the right skills to ensure Wales remains competitive.

Wales has developed a highly successful Apprenticeship Programme over the last few years, one built in partnership with Welsh businesses and with a strong focus on the quality of delivery.

WHAT IS AN APPRENTICESHIP?

Apprenticeships provide the skilled workers that employers need now and in the future meeting the needs of our changing economy.

Apprentices work alongside experienced employees to gain job specific skills, while studying towards a nationally recognised qualification from an approved college, university or training provider.

Apprentices will earn while they learn and work towards a nationally recognised qualification.





THE BUSINESS BENEFITS

Apprenticeships are designed around the needs of the employer and can help your business by offering a route to harness fresh new talent. By recruiting an apprentice you can:

- The Welsh Government contributes to most of the training costs so you'll save money
- There are different levels and types of apprenticeship, to fit around your needs as an employer
- Skills gaps or skills shortages? Apprenticeships are designed to meet them. So you'll be better prepared for the future
- They allow you to develop new and existing employees within your talent pipeline
- Apprenticeships span many industries and job roles – so that you can access training that's relevant to your business
- Develop a professional and skilled workforce

Am I eligible?

Businesses in Wales of all sizes are eligible. Most of the training will be carried out by you the employer and you will work with an approved training provider, who will manage the apprentice's training and assessment programme.

Anyone in Wales over the age of 16 can apply for an apprenticeship and benefit from the opportunities offered.

"Apprenticeships are embedded within our business culture as they enable us to fill the skills gaps that exist within our current workforce. Apprentices begin to learn sector specific skills from day one; developing specialist knowledge that positively contributes to the success of the business."

Carmela Carrubba, Director, Real SFX

All Apprenticeships include:

- A competency qualification falling under the Credit and Qualifications Framework for Wales (CQFW)
- A technical qualification relevant to the skill, trade or occupation specific to that Apprenticeship
- Essential Skills qualifications (if applicable) include application of number, communication and digital literacy skills.
- Other qualifications or requirements as specified for the particular occupation.

CHOOSE AN APPRENTICESHIP TO SUIT YOUR BUSINESS

Foundation Apprenticeships

Foundation apprentices study towards qualifications equivalent to 5 GCSEs or NVQ Level 2 and often go on to complete Apprenticeships and Higher Apprenticeships.

Higher Apprenticeships

On a Higher Apprenticeship individuals work towards a qualification equivalent to a HND/HNC, foundation or honours degree. Higher Apprenticeships are available across a range of sectors from Aerospace to Accountancy, Construction to Creative Media.

The Welsh Government is dedicated to improving higher level skills in Wales through Higher Apprenticeships, focusing on increasing the number of technical and professional opportunities at level 4 and above.

Apprenticeships

Apprentices gain valuable on the job skills, whilst studying towards a nationally recognised qualification equivalent to 2 A-Levels or NVQ level 3.

Degree Apprenticeships

By combining higher level learning and employment, employers can develop their workforce and apprentice's can gain a degree at the same time as building their careers and earning a salary. Degree Apprenticeships will initially be offered in ICT/digital, engineering and advanced manufacturing occupations.

Degree apprenticeships offer learning at Level 6 and provide the opportunity to gain a full bachelor's degree. They combine working with studying part-time at a university or college in Wales.

Welsh language and Bilingual Apprenticeships

Welsh and Bilingual Apprenticeships allow individuals to undertake training opportunities in their chosen language. Apprentices can learn new skills and develop their Welsh language in the workplace.

Employing disabled people

Encouraging applications from disabled people 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 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 costs of making reasonable adjustments to accommodate disabled employees are often low.

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 gov.uk/access-to-work



THE APPRENTICESHIP LEVY

WHAT DOES IT MEAN FOR YOUR BUSINESS?

The Apprenticeship Levy is a UK-wide employment tax introduced by the UK Government that came into force on the 6 April 2017. The Levy applies to all UK employers with an annual 'pay bill' of £3 million or more. It is collected across the whole of the UK by HM Revenue and Customs through PAYE.

Who pays the Levy?

The Levy applies to all UK employers, whether private or public sector, with a 'pay bill' of £3 million or more.

How is the Levy calculated?

The Levy has been set at 0.5% of the total annual 'pay bill.'

For further details

For further details on the Levy you should refer to HMRC .

HOW TO RECRUIT AN APPRENTICE

1 Apprentices in Wales would follow an apprenticeship framework suitable to their needs and level. As an employer you should work with your training provider to consider the framework that is most suitable. You can search Apprenticeship Frameworks Online (AFO) at <http://www.afo.sscalliance.org> by subject or sector. Frameworks provide you with key information such as;

- Job roles applicable to the framework ` content
- Qualifications
- Competency, Knowledge and Essential Skills content

2 We can help you find an approved training provider that offers an Apprenticeship framework to suit your business.

The training providers across Wales are quality assured and work with businesses to deliver high quality work-based learning programmes. They'll handle your apprentices training, qualification and assessment.

3 Advertise your apprenticeship vacancy through the Apprenticeship Matching Service and find an apprentice that is right for your business.

4 Negotiate a salary that will reflect the skills and experience of the individual. (You may also be required to contribute towards some of the training costs.)

For further advice, guidance and support, Search **Business Wales Apprenticeships** or call us on **03000 6 03000**.

ADVERTISE YOUR VACANCIES ON THE APPRENTICESHIP MATCHING SERVICE (AMS)

The AMS is the official online recruitment system for Apprenticeships in Wales. It gives employers a free platform to advertise quality vacancies which can be viewed and applied for by candidates that register online.

This online matching service helps employers find suitable apprentices and provides aspiring apprentices with exciting opportunities in a business that's right for them. Employers are able to review applications, sift for short-listing and invite candidates for interview.



FIND OUT MORE

businesswales.gov.wales/skillsgateway/skills-and-training-programmes/apprenticeships

Call Business Wales Skills Gateway
03000 6 03000

 Apprenticeshipscymru

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