

## Apprenticeship Fact Sheet

- Apprentices must earn at least £6.40 per hour and in most cases employers pay more. This rate is applicable for apprentices of any age in their first year of apprenticeship. The apprentice cannot be self-employed. They must be paid for 52 weeks of the year.
- Apprentices usually work and study between 30 - 40 hours per week and the apprenticeship programme must be extended if the hours are less. In many cases, the college day release is included.
- All apprentices will be assigned a work-based tutor (WBT) who should visit the apprentice in the workplace. The frequency of visit may differ depending on the apprenticeship programme.
- At least 6 hours of the apprentice's contractual hours must be spent as "off the job" training and they must be paid for it (this is usually their day at college, however other types of training could be included).
- English, maths and sometimes ICT are included within an apprenticeship programme (if the apprentice has not achieved Grade A/9 to C/4 or 2 at school at GCSE and/or Functional Skills).
- The government introduced an apprenticeship levy for large employers (companies with a wage bill of over £3m per year), and all levy paying employers will have their own levy account which will pay for apprenticeship training.
- Smaller employers (non-levy ones) will need to create an account with the apprenticeship service and reserve government funding for their apprentice(s) training no more than 3 months from start date of the apprenticeship. Employers need to reserve government funding and allocate the money to their chosen training provider for the cost of the apprenticeship training (We can help you with this if required).
- The apprenticeship is 100% government funded if employers employ an apprentice under the age of 22 (unless you are a levy paying company).
- Employers who employ an apprentice over the age of 22 will need to contribute 5% towards the cost of training at the start of the apprenticeship no matter how large the company is, unless the employer is a levy paying company. Your training provider can tell you how much this is.
- There is a £1,000 grant (Employer Incentive Payment) for any employer who employs an apprentice aged 16-18. Employers are also eligible for this payment if they recruit an apprentice aged 19 to 25 years old who has an education, health and care (EHC) plan or has been in the care of their local authority. This grant is paid in 2 instalments over 13 months, with the employer receiving the payment after 120 days and 395 days.
- If a candidate is referred to the employer by Chelmsford College, it is expected that the candidate will complete their training / apprenticeship with Chelmsford College.
- Please contact the Apprenticeship Team if you wish to interview / contact a candidate.