



EMPLOYING AN APPRENTICE



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To employ an apprentice there are some specifications that the candidate needs to meet before being in a position to be offered employment as an apprentice. Candidates need to be 16 or older, and not be in full-time education otherwise they will not be eligible to work. They must have the right to live in the UK and have been resident in UK, EU or EAA continuously for the last 3 years from the start date of their course.

Apprenticeships can take between 1-4 years to complete depending on their level. Below is a breakdown of different apprenticeship levels and how that compares against traditional academic qualifications.

Name	Level	Equivalent education level
Intermediate	2	5 GCSE passes at grade A*- C
Advanced	3	2 A Level passes
Higher	4, 5, 6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or master's degree

- ▶▶ Apprentices must be paid at least the legal minimum working wage during their placement which for apprentices is currently £3.30* per hour.
- ▶▶ The average apprentice usually works for at least 30 hours per week, note as a minimum they must work more than 16 hours per week.
- ▶▶ The apprentice must be paid for all time spent training or studying for a relevant qualification regardless of if they are in the work place, at a college or at a training organisation.
- ▶▶ All apprentices must be offered the same conditions as other employees that work in similar roles such as paid holidays and sick pay.

How to take on an apprentice

When taking on an apprentice it is important certain rules are followed. Your apprentice must work with staff that have a sufficient amount of experience, learn job-specific skills and study for a work-based qualification within their work week at a college or training organisation. The apprentices' training is usually provided by the training organisation and they directly receive the funding.

When you employ an apprentice it is important that you and your apprentice sign an apprenticeship agreement. This agreement provides detailed information on what you are going to do for the apprentice when they are working for you; this information consists of how long the apprenticeship is for, the training that will be given to them, their work conditions and the qualifications that they are working towards.

Funding an apprentice

If you want to employ an apprentice you may be eligible to receive the Tees Valley Apprenticeship Grant for Employers (TVAGE) scheme which provides funding of up to £3,500. To be eligible for the grant you must be an organisation with less than 250 employees, the apprentice must be aged between 16 and 24 and they must start their learning between 1st August and 31st December 2016.

If you meet these criteria you may be eligible for an initial grant of £2,500 with an additional incentive payment of £1,000 per apprentice if the employer starts an Apprentice on a Higher or Degree Apprenticeship equivalent to NVQ Level 4 and above; or progresses a young person from a completed Traineeship to an Apprenticeship.

TVAGE Grant payments will be made in full upon completion of eligibility checks once the Apprentice has been employed for 13 weeks. The scheme is available only to those working to approved apprenticeship 'Frameworks' and is designed for businesses which would otherwise not have been in a position to employ an Apprentice.

For further information contact

TVU.projectteam@teesvalley-ca.gov.uk
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For further information please contact

Learning & Skills

Telephone: 01325 405601

Email: l&s@darlington.gov.uk

W: www.darlington.gov.uk/apprenticeships

Darlington College

Telephone: 01325 503190

Email: als@darlington.ac.uk

Tees Valley Providers Network

Telephone: 0800 0150 400

Email: nationalhelpdesk@findapprenticeship.service.gov.uk

National Apprenticeship Service

Telephone: 0800 015 0600

Foundation for Jobs

Telephone: 01325 406299

Email: owen.mcateer@darlington.gov.uk

W: www.foundationforjobs.co.uk



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