DISCOVER APPRENTICESHIPS

Are you ready to re-energise your business? If your answer is ‘Yes’ then consider employing an apprentice today! An apprentice can be a new or existing employee starting a new position. Take on an apprentice to discover fresh talent and thinking to meet your business needs and grow together.

- Employing an apprentice is like recruiting any other employee.
- An apprentice is in paid employment from day one. National Minimum Wage rates for apprentices apply however this rate differs for Higher Level Apprenticeships.
- An apprenticeship usually takes between two and four years to complete depending on the type of apprenticeship.

During this time you will share your industry expertise and knowledge by providing mentoring and ‘on the job’ training. Your apprentice will attend directed or ‘off the job’ training (usually one day per week) to achieve the relevant industry qualifications and requirements which will be delivered by your chosen training provider.

TIME TO RE-ENERGISE YOUR BUSINESS

TYPES OF APPRENTICESHIPS

There are two apprenticeship programmes funded by the Department for the Economy (DfE):

- ApprenticeshipsNI – Level 2 and 3 – available to individuals aged 16 and over (eligibility restrictions apply to individuals aged 25 and over)
- Higher Level Apprenticeships (HLAs) – Level 4 to Level 7 – 16 are not subject to age eligibility restrictions

Currently there are over 100 ApprenticeshipsNI Frameworks and over 45 HLA qualifications to choose from.

APPRENTICESHIP LEVELS

Apprenticeship levels are equivalent to:

- Level 2 (5 GCSEs)
- Level 3 (equivalent to A Levels)
- Levels 4 and 5 (Foundation degree)
- Levels 6 and above (Bachelor or Master’s degree)

FUNDING FOR APPRENTICESHIPS

Funding for the directed (or ‘off-the-job’) training element is provided by the Department for the Economy (DfE):

- ApprenticeshipsNI – for apprentices aged 16-24, DfE pays the full cost of the off the job training. For those aged 25 and over, the Department provides 50% of the cost for apprentices who wish to follow apprenticeships in priority sectors.
- HLA Programme (Level 4 to Level 7) – DfE provides funding at a specified rate aligned to mainstream Further and Higher Education rates.

- An incentive payment is available for employers when an apprentice successfully completes all required qualifications within their Level 2 or Level 3 ApprenticeshipsNI full framework, and they have completed 104 weeks of employment.
- A Recruitment incentive of up to £3,000 is currently available for employers, for each new apprenticeship opportunity created between 1 April 2020 and 31 March 2022.
- A ‘Return / Retain / Result’ incentive of up to £3,700 is also currently available for employers, to help retain an apprentice from furlough, retain them and for successful completion of their apprenticeship.

For details visit nibusinessinfo.co.uk/content/coronavirus-apprenticeship-recovery-package.
EMPLOY AN APPRENTICE TODAY – 6 EASY STEPS

Step 1
Choose an apprenticeship framework and level which meets your business needs. Visit nidirect.gov.uk/articles/types-apprenticeships to consider the apprenticeship frameworks available across a wide range of occupational areas.

Step 2
Choose and contact an approved training provider. Visit NI Direct and search apprenticeship training contractors to consider the training providers available to deliver your chosen framework/qualification in your local area.

Step 3
You may have a potential apprentice in your current workforce, for example an employee taking on a new role. If not you can advertise your apprenticeship opportunity for free using the apprenticeship portal Connect to Success; or through your local Jobs and Benefit Office, local newspapers or other recruitment services. Your chosen training provider may also be able to offer support.

Step 4
Recruit your apprentice – this process can be completed by your business using your chosen approach from step 3.

Step 5
Agree an apprenticeship training plan between you, your apprentice and training provider. This is managed by your chosen training provider.

Step 6
Start your journey with your apprentice and begin to realise the benefits apprenticeships can provide to your business, your apprentice and the wider economy.

BENEFITS TO MY BUSINESS
- Re-energise your business
- Meet your skills needs
- Enhance your team
- Share your knowledge & expertise
- Boost your productivity
- Increase engagement
- Develop your future leaders
- Support local talent
- Grow your business
- Grow your talent
- Grow your competitive edge
- Grow together

VISIT
NIBUSINESSINFO.CO.UK/APPRENTICESHIPS

DISCOVER FRESH TALENT & THINKING