

New employer requirements for Apprenticeship learners

The Government is making changes to Apprenticeships from 1st May 2017. As an employer, the key changes for you are:

Apprenticeship Funding Rules

An Apprentice is in training for at least a year and a day, which equates to 1,560 hours – or 30 hours a week – of employment.

Part time staff must have their time in training extended accordingly so that they have worked for at least 1,560 hours before their Apprenticeship ends.

It is expected that 20% of these hours are spent completing off the job training, such as:

- The teaching of theory – lectures, role playing, simulation exercises, online learning
- Practical training such as shadowing and mentoring
- Learning support and time spent writing assessments and assignments.

This includes learning outside of the normal day-to-day working environment and leads towards the achievement of an Apprenticeship.

Off-the-job training does not include:

- English and maths (up to level 2) which is funded separately
- Progress reviews or on-programme assessment
- Training which takes place outside of the Apprentice's paid working hours.

Employment Rules for Apprentices

All Apprentices must have a Contract of Employment before starting training and be paid according to Minimum Wage legislation. They do not have to have a specific Apprenticeship contract, but it must comply with UK law.

If your Apprentice leaves their job, their funding will stop until they are able to begin work with another employer who agrees to the financial commitment and you will not be expected to take on any further financial commitment. You would have to send Smart Training proof that the learner has left your employment.

Funding

Employers are required to contribute 10% of the costs of training as match funding. Learners are not legally allowed to pay this fee. Smart Training will agree a payment schedule as part of the induction process and this will be both recorded and agreed on the Individual Learning Plan, but the first payment will need to be received before the learner starts training. Payments must be made on time; otherwise the Skills Funding Agency (SFA) requires learners to be removed from training.

Each Apprenticeship framework has a maximum amount of funding that can be claimed from the Skills Funding Agency. Smart Training can negotiate a different cost with you for each learner you wish to enrol. This can be more than the SFA maximum funding amount, and we may charge more where you are looking to use Apprenticeship funding to train a learner with significant additional support needs. In these cases, you, the employer, will pay 100% of the additional training costs we negotiate. We can also agree a price that is less than the SFA funding band maximum, in which case you will be charged 10% of the reduced amount.

The SFA reserves the right to recover any money from you if they think it has been claimed fraudulently.

While we are able to offer support and guidance, if you are using a digital account it your responsibility to ensure that you confirm any spending of digital funds to the SFA. If you do not do this, Smart Training would have to suspend your learners as funding will be at risk.

Trailblazer Apprenticeships

For those enrolled on a new Trailblazer Apprenticeship which contains End Point Assessment, this assessment can only start after the Apprentice has been in training for a year.

For further information on the new employer requirements contact us on 020 3700 4294 or email start@smart-training.com