

# FAQs

## Securing the best return for your organisation starts with skills.

### What is an Apprenticeship?

Apprenticeships are training programmes which lead to nationally recognised qualifications, designed by employers for employers. They are a combination of on-the-job and off-the-job learning.

### What sector specific training is available?

- Barbering
- Business Administration
- Butchery
- Childcare
- Customer Service
- Hairdressing
- Health and Social Care
- Hospitality
- ICT
- Learning and Development
- Management
- Meat and poultry processing
- Playwork
- Retail
- Team Leading

### How much does the accredited training cost?

We'll train your employees using government funded support, but the cost of the course depends on their age. If the learner is aged between 16-18 the National Apprenticeship Service will contribute up to 100% for the course. Those aged between 19 -24 can obtain up to 50% contribution and individuals who are 25 or over can obtain a contribution for specified places.

Age	National Apprenticeship Service Contribution
16-18	up to 100%
19-24	up to 50%
25+	Contribution for specified places

### Is anything being done to help Small and Medium Enterprises (SMEs) to take on an apprentice?

SMEs as well as large companies can benefit from taking on an apprentice. The National Apprenticeship Service is piloting a number of programmes to explore how the government's support can be enhanced, taking into account the unique cost pressures that SMEs face.

### How much do I have to pay an apprentice?

The government sets the National Apprenticeship Minimum Wage (NAMW) which is £2.60 per hour from October 2011 if the individual is aged 16-19. For those aged over 19 you can pay them £2.60 for the first year of their Apprenticeship, and only after this time the minimum wage appropriate for the learner's age is applicable. Of course you can choose to pay your apprentice more.

### Considering the current climate, is it the right time to invest in an apprentice?

According to the 2009 Populus survey for employers of apprentices, 76% of participants felt that despite the economic crisis, apprentices are more important to their business than ever before.



Young and fresh workforce  
 Good for your business  
 Investment  
 Positive image  
 Improves productivity  
 Staff retention  
 Motivated people  
 Improve your bottom line  
 Skilled workers  
 Enthusiastic workforce  
 Inspired team  
 Loyal Employees

### How long does the Apprenticeship take?

This depends upon the qualification, level, and sector. Apprenticeships typically take between 10 to 18 months to complete.

Level of Apprenticeship		Course Duration
All Apprenticeships Level 2	Equivalent to five good GCSE passes	10 to 18 months
All Advanced Apprenticeships	Equivalent to two A level passes	12 to 24 months

### Does the apprentice have to attend college or training days off-site?

No. The qualification will be delivered within your work place. You will be assigned an assessor who will visit your business to guide the learner through the Apprenticeship.

### Do I have to provide any training?

The only training you will have to provide is initial Health and Safety workplace training and any job-specific or mandatory training for the role. Our assessors will deliver further training and the qualification framework.

### What about holiday entitlement?

Apprentices are entitled to the same holidays as other employees within your business. The minimum being 20 days plus bank holidays.

### What hours can an apprentice work?

An apprentice must work a minimum of 30 hours per week (excluding meal breaks) They can work shift patterns and weekends to fit your business needs.

### Do I have to provide a contract of employment?

Yes. An apprentice is classified as an employee of your business. Therefore they will fall under all your company policies and procedures.

### What if taking on an Apprentice does not work out as expected?

The apprentice is under contract with you, therefore you will be able to go down the same disciplinary procedures as your business has outlined. It is also advisable to include a probation period in any contract of employment period of probation.

### What happens once the learner has completed their Apprenticeship?

You will be able to evaluate the apprentice's salary depending upon their suitability to the role. You can also consider an Advanced Apprenticeship option for progression onto Level 3 qualifications. Or simply make the most of your newly qualified employee.



You're in safe hands.

**Call today for a consultation with our dedicated employer relations team.**

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