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EMPLOY AN
APPRENTICE
 2019/2020



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WHAT IS AN APPRENTICESHIP?

An apprenticeship is a combination of on-the-job training in the workplace, and classroom or workshop based learning at college. It provides job-specific skills for the apprentice's chosen career, a wage, a nationally recognised qualification that is related to the job, and the opportunity to improve English, maths and IT skills.

IS AN APPRENTICE RIGHT FOR YOU?

An apprenticeship will allow your business to develop a new or existing employee to work to your standards and follow your own tried and tested working methods. The result is a focused, skilled and qualified member of the team, who can strengthen your workforce and help take your business forward.

TECHNICAL CERTIFICATE

(Knowledge, Skills and Behaviours)

FUNCTIONAL SKILLS

(English, Maths, ICT)

WORK BASED QUALIFICATION

(Theory and Work Based Learning)



WHY EMPLOY AN APPRENTICE?

- Employers who have an established apprenticeship programme reported that productivity in their workplace had improved by 76%, whilst 75% reported that apprenticeships improved the quality of their product or service. **(Taken from National Apprenticeship Service)**
- Surveys suggest that customers like to buy from employers who have apprentices.
- Higher Level Apprenticeships from Level 4 to Level 7 are now available through some providers. These are equivalent to degree level programmes and means your apprentice can study to become a highly qualified employee, whilst working as a valuable member of your team.
- Avoid expensive recruitment costs.
- New skills can be shared across your workforce to help you develop new products and move into new markets.
- Take advantage of the Government's new approach to funding to develop career pathways.

WHY CHOOSE BOSTON COLLEGE?

ADDED VALUE - adapt the apprenticeship training to suit your business needs.

Trusted, established college - we've been here for over 50 years! Some of our current employers were once Boston College apprentices!

Our industry experienced and highly qualified Apprenticeship Team are available to train your apprentice through their qualification, and support your business through the apprenticeship process.

It's local - with campuses in Boston and Spalding providing excellent training on your doorstep.

WE OFFER A FREE ADVICE AND RECRUITMENT SERVICE - we can advertise your job vacancy on the Government's 'Find an Apprenticeship' website and match our pool of potential apprentices to your job role.

WE OFFER 40 DIFFERENT APPRENTICESHIPS - covering a wide range of industry sectors and job roles.

We have connections to the next generation of your workforce - thousands of school leavers and adult learners who have gained up-to-date industry relevant skills through full time and vocational college courses.

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CASE STUDY



We have employed apprentices from Boston College for 40 years. We have an ageing workforce with lots of experience and want to train up younger members as engineering is a competitive industry, and textiles in particular has to work cleverly to survive. We offer our apprentices employment once their apprenticeship ends so that we can develop our workforce with highly skilled members who have specific training relevant to the role. Some of our apprentices have also received further external industry specific training and attended courses in places such as Scotland and Germany. We would recommend Boston College to all employers looking to add value to their workforce.

Phil Joyce
Employer at Fogartys



After studying Engineering at school, I decided that I wanted to start an apprenticeship. I prefer an apprenticeship to Sixth Form because rather than learning the theory from a book, you gain hands on experience in the workplace whilst receiving a wage. I get plenty of support, both from my college lecturer and supervisors at work. One of the biggest benefits of completing an apprenticeship is not only gaining the skills needed to work in the industry but also finishing with a qualification and experience.

Rob Borley
Apprentice at Fogartys

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Visit the 'Apprenticeship' page on our website to read more case studies.

YOUR QUESTIONS ANSWERED

4/5



Q : HOW OLD DOES AN APPRENTICE HAVE TO BE?

A: An apprentice must be at least 16 years old when they start an apprenticeship. There's no upper age limit – an adult can train as an apprentice too.

Q : DO I HAVE TO PAY AN APPRENTICE?

A: Yes, the current minimum wage for an apprentice is £3.70* per hour but you can choose to pay your apprentice more. This rate applies to all apprentices in their first year. After year one, all apprentices are entitled to the National Living or National Minimum Wage according to their age.

Q : WHAT ARE THE TERMS OF EMPLOYMENT AND WORKING HOURS OF AN APPRENTICE?

A: An apprentice must be paid for a minimum of 30 hours per week, which includes time spent training at college. They are employed by you under your employment contract which you will draw up on recruitment. Terms are becoming more flexible for employees who work less than 30 hours.

Q : HOW MUCH WILL IT COST?

A: This will depend on the size of your business and type of apprenticeship programme. Please contact the Apprenticeship Team for further information.

Q : IS THERE ANY FUNDING AVAILABLE TO HELP RECRUIT AN APPRENTICE?

A: Yes, incentive funding is available depending upon the size of the business and age of the apprentice. Please contact the Apprenticeship Team for further information.

Q : HOW LONG DOES AN APPRENTICESHIP TAKE?

A: As a minimum all apprentices need to be in training for at least 12 months.

Q : WHERE WILL THE APPRENTICE BE BASED?

A: For the majority of their time, an apprentice will be at your workplace fulfilling their designated duties, with a requirement to attend college up to one day per week during term time. Attendance may be required at additional workshops where English, maths and IT skills need enhancing. In some cases, the training is 100% work-based. Please see individual course information on our website.

Q : WHAT SUPPORT WILL I RECEIVE?

A: At Boston College we have a dedicated Apprenticeship Team who will help you through the recruitment process and provide any advice you need. Your Apprentice Co-ordinator will work with our experienced teaching and assessing staff to provide you and your apprentice(s) with the support required to successfully complete the programme.

Q : CAN I TRAIN AN EXISTING MEMBER OF STAFF THROUGH AN APPRENTICESHIP?

A: Yes, in fact many employees are using the Government's new funding strategy to develop their workforce. Your employee will need to meet the entry requirements of the chosen apprenticeship. All apprentices have to take English and maths qualifications if they haven't already reached a Level 2 Standard in these subjects.

Q : WHAT OTHER PAY OR BENEFITS WILL I NEED TO PROVIDE?

A: Your apprentice should spend a minimum of 20% 'off the job' training (please speak to the apprenticeship team for clarification). You must pay your apprentice for time spent training or studying for their apprenticeship qualification, both at work and at college. You must offer apprentices the same conditions as other employees working at similar grades or in similar roles, including: paid annual leave, sick pay, company benefits such as child care schemes and any support you offer such as coaching or mentoring.

Q : WHO DO I CONTACT FOR MORE INFORMATION?

A: Contact the Apprenticeship Team at Boston College for everything you need - call 01205 313238 or email apprenticeships@boston.ac.uk

*Correct at time of print



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Apprenticeship Levels

The table below shows the apprenticeship levels and the equivalent qualification alternatives.

	Level	Equivalent Educational Level
INTERMEDIATE	2	5 GCSE passes at grades A* to C (9-4)
ADVANCED	3	2 A level passes
HIGHER	4, 5, 6 and 7	Foundation degree and above

Traineeships

Traineeships are designed to prepare young people for the world of work, and are a great stepping stone between leaving school and applying for an apprenticeship. You have the chance to see how the young person fits in at work and assess their future potential, whilst the College can continue to support any gaps in their learning to help prepare them for an apprenticeship.

Traineeships can be adapted to many different industry areas and job roles, and are completed over a flexible period of six weeks to six months - split between college attendance and work experience. They are available for 16 to 24 year olds, with qualifications lower than Level 3.

For information about traineeships, please contact our information line on **01205 313218** or email info@boston.ac.uk

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INVESTING IN THE FUTURE OF YOUR BUSINESS

Employing an apprentice provides your business with the opportunity to grow your own talent by training either a new or existing employee.

An apprenticeship provides a structure both for the employer and apprentice to ensure development takes place and the relevant skills and knowledge are gained both in the workplace and classroom. Apprentices might have the opportunity to gain an insight into various roles and departments within the organisation – giving them the potential to progress, and in time, to be one of your most knowledgeable employees. Plus, with the availability of Higher and Degree Apprenticeships you could upskill your existing workforce, enabling you to create progression opportunities, and see continuous development and growth of your business.

THE FUTURE OF APPRENTICESHIPS - The changes explained

Apprenticeships work well when quality providers like Boston College come together with employers who recognise the value of a skilled and productive workforce. It is an investment in the future for you, the employer, an ambitious step for your new apprentice and a commitment from the College.

The Government's commitment to apprenticeship training is also well documented. Their determination to deliver on this was underscored by a number of key changes during 2017, which were designed to put you, the employer, in control.

- Funding switches to you, the employer, with the freedom to choose your preferred provider to deliver training.
- To help fund the target of 3 million apprentice starts by 2020, large employers (with an annual wage bill of more than £3m) now pay a 0.5% levy which is held in a digital account ready to be used for training. It is anticipated that the employer should get back twice what they put in.
- There is Government support for smaller businesses. Depending on the age of the apprentice, incentive payments may be available.
- New apprenticeship standards are available which are designed to deliver job-specific skills in a simple and rigorous way.
- 90% of employers only have to pay a maximum of 10% of the training costs of their apprentice, and some may pay nothing.

Understanding how apprenticeships work can be challenging especially for small businesses without HR and training specialists.

Boston College's team of Apprenticeship Co-ordinators will explain everything you need to know in detail, and clarify exactly how you can go about employing apprentices. They can advise you on:

- The apprenticeships you might need, and which apprenticeships will meet your current and future business needs.
- How your apprenticeships will be funded.
- Why Boston College is an excellent choice as your chosen training provider.



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		Duration	Location
ACCOUNTING	Accounting Apprenticeship Level 2	1 Year	Boston or Spalding
	Assistant Accountant Apprenticeship Level 3	18 Months	Boston or Spalding
	Professional Accounting or Taxation Technician Apprenticeship Level	2 Years	Boston
ANIMAL CARE	Animal Care Apprenticeship Level 2	15 Months	Workplace
	Animal Care Apprenticeship Level 3	2 Years	Workplace
BEAUTY THERAPY	Beauty Therapy Apprenticeship Level 2	12-18 Months	Spalding
	Massage Therapies Apprenticeship Level 3	12-18 Months	Spalding
BRICKLAYING	Bricklaying Apprenticeship Level 2	2 Years	Boston
BUSINESS	Business Administration Apprenticeship Level 2	1 Year	Boston
	Customer Service Practitioner Apprenticeship Level 2	1 Year	Workplace
	Retail Apprenticeship Level 2	1 Year	Boston
	Team Leading Apprenticeship Level 2	1 Year	Boston
	Customer Service Apprenticeship Level 3	18 Months	Boston or Spalding
	Dental Nursing Apprenticeship Level 3	18 Months	Workplace
	Management Apprenticeship Level 3	18 Months	Workplace
	Retail Team Leader Apprenticeship Level 3	18 Months	Boston
	Team Leader/Supervisor Apprenticeship Level 3	18 Months	Boston
	Business Administration Apprenticeship Level 3	18 Months	Boston
	Medical Administration Apprenticeship Level 3	18 Months	Boston
	Operations/Departmental Manager Apprenticeship Level 5	30 Months	Boston or Spalding
	CARPENTRY AND JOINERY	Site Carpentry Apprenticeship Level 2	2 Years
Site Carpentry Apprenticeship Level 3		18 Months	Boston
CATERING AND HOSPITALITY	Food Production and Cooking Apprenticeship Level 2	12 - 18 Months	Boston
	Hospitality Team Member Apprenticeship Level 2	12 - 18 Months	Boston
	Catering and Professional Chefs Apprenticeship Level 3	12 - 18 Months	Boston
	Hospitality Supervision Apprenticeship Level 3	12 - 18 Months	Boston

		Duration	Location
COMPUTING	IT and Software Apprenticeship Level 2	1 Year	Boston
	IT, Software, Web and Telecoms Professionals Apprenticeship Level 3	18 Months	Boston
EARLY YEARS	Early Years Educator Apprenticeship Level 3	2 Years	Boston
ELECTRICAL	Electrotechnical Apprenticeship Level 3	3.5 - 4 Years	Boston
ENGINEERING	Engineering Technology Apprenticeship Level 2	2 Years	Boston
	Engineering Technology Apprenticeship Level 3	2 Years	Boston
HAIRDRESSING	Hairdressing Apprenticeship Level 2	18 - 24 Months	Spalding
	Hairdressing Apprenticeship Level 3	1 Year	Spalding
HEALTH AND SOCIAL CARE	Adult Care Worker Apprenticeship Level 2	18 Months	Workplace
	Lead Adult Care Apprenticeship Level 3	2 Years	Workplace
MOTOR VEHICLE (AUTOMOTIVE)	Automotive Retail Motor Vehicle Service and Maintenance Technician Light Vehicle Level 3 Apprenticeship	3 Years	Boston
PLUMBING	Plumbing Apprenticeship Level 2	2 Years	Boston
SPORT	Instructing Exercise and Fitness Apprenticeship Level 2	1 Year	Boston
TEACHING	Supporting Teaching and Learning in Schools Apprenticeship Level 3	2 Years	Boston or Spalding

FULL COURSE INFORMATION ONLINE



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The Apprenticeship Levy

When do you need to pay it?

As an employer, you'll have to pay the Apprenticeship Levy each month if you:

- Have an annual payroll bill of more than £3 million.
- Are connected to other companies or charities for Employment Allowance which in total have an annual payroll bill of more than £3 million.

Your annual payroll bill is all payments to employees that are subject to Employer Class 1 Secondary National Insurance Contributions (NICs) such as wages, bonuses and commissions.

You must include payments to:

- All employees earning below the Lower Earnings Limit and the Secondary Threshold.
- Employees under the age of 21.
- Apprentices under the age of 25.

Your payroll bill does not include:

- Earnings of employees under the age of 16.
- Earnings of employees who aren't subject to UK NICs legislation.
- Earnings on which Class 1A NICs are payable, such as benefits in kind.

How much do you need to pay?

Employers who are not connected to another company or charity will have an Apprenticeship Levy allowance of £15,000 each year.

The allowance reduces the amount of Apprenticeship Levy you have to pay by £15,000 across the year. This means that only employers with an annual payroll bill of more than £3 million will pay the levy.

You cannot carry over any unused allowance into the next tax year. Connected companies or charities will only have one £15,000 allowance to share between them.

If you start or stop being an employer part way through the tax year you can use your full annual Apprenticeship Levy allowance against the amount of the levy that you owe.

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EMPLOY AN APPRENTICE with Boston College

In 7 easy steps!

- 1 YOUR VACANCY**
Contact the Apprenticeship Team to discuss your vacancy and requirements.
- 2 THE APPRENTICESHIP**
We will ensure your vacancy is suitable for an apprenticeship, suggesting any revisions which might help it work more effectively.
- 3 ADVERTISING**
We will advertise your vacancy for FREE on the Government's 'Recruit an Apprentice' website, and match it with any potential applicants on our database.
- 4 PRE-SCREENING, PAPERWORK (INCLUDING AN APPRENTICESHIP AGREEMENT) AND INTERVIEWING**
We can do the hard work for you - short-listing candidates, organising paperwork and even arranging interviews.
- 5 INITIAL ASSESSMENT**
We will make sure your potential apprentice is suitable for the training programme.
- 6 SELECT A CANDIDATE**
We will help you and your apprentice to choose the right mix of training to meet your combined needs.
- 7 PAPERWORK**
Your dedicated Co-ordinator will complete all the necessary 'start-up' paperwork and follow up all of your additional training requirements. Together you will decide on a start date for your new apprentice.

WANT TO DISCUSS FURTHER?

You can arrange a visit from a member of our Apprenticeship Team to discuss apprenticeships in more detail and discover how employing an apprentice could work for your business. Call **01205 313238** or email apprenticeships@boston.ac.uk

UPCOMING EVENTS

Attend one of our open events to speak to our Apprenticeship Team.

OUR CAMPUSES

If your apprentice's training includes attendance at college, this could be at one of our campuses in Boston or Spalding - it will depend on the individual apprenticeship, and some offer the choice of either. Find out more on our website.

Campus Addresses

Boston College

Rochford Campus
Skirbeck Road
Boston
Lincolnshire
PE21 6JF
Sat nav postcode: PE21 6DA
T: 01205 365701
E: info@boston.ac.uk

Spalding College Main Entrance

Red Lion Street
Spalding
Lincolnshire
PE11 1SX
T: 01775 715880
E: spaldinginfo@boston.ac.uk

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Open Events

BOSTON OPEN EVENTS

October 2018	Thursday 11th	5:00pm-8:00pm
November 2018	Thursday 15th	5:00pm-8:00pm
February 2019	Thursday 7th	5:00pm-8:00pm
June 2019	Saturday 22nd	12:00pm-3:00pm

SPALDING OPEN EVENT

October 2018	Tuesday 2nd	5:00pm-7:00pm
May 2019	Tuesday 14th	5:00pm-7:00pm

APPRENTICESHIP INFORMATION EVENT (BOSTON)

March 2019	Thursday 14th	5:00pm-7:00pm
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