



Employers guide to recruiting apprentices

Our Mission

“Making a positive impact to the UK and local economies by delivering a high quality and progressive training service that is responsive to the needs of learners and employers”



webs furniture training



<https://www.gov.uk/take-on-an-apprentice>
<https://www.gov.uk/apply-apprenticeship>



WEBS Training is proud
to be supporting
Long Eaton companies



Upskill your Workforce!

Now is the time to hire an Apprentice

WEBS Training have developed this guide so that you can get to grips with what you need to do when recruiting an apprentice, with the least possible hassle to grow your business and upskill your workforce.

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92% of employers who employ apprentices believe that Apprenticeships lead to a more motivated and satisfied workforce.*

83% of employers who employ apprentices rely on their Apprenticeships programme to provide the skilled workers that they need for the future.*

One in five employers are hiring more apprentices to help them through the tough economic climate.*

*source: Skills Funding Agency

Inspected in March 2017 by Ofsted and awarded Grade 2 (Good),
Inspectors found that -

"WEBS' apprentices are highly regarded by local employers for the quality of their craftsmanship and commitment to the highest quality standards. Apprentices develop good specialist skills in upholstery, French polishing, cabinet making, and wood cutting and shaping. They work to challenging industry standards and demonstrate professionalism in their work."

"Apprentices produce work of a high standard and employers often use projects undertaken by apprentices to improve their business processes and production methods."



Business Benefits

What is an Apprenticeship?



An apprenticeship position within the business offers that employee specific training using the apprenticeship modules that you and they have chosen; whilst also enabling them to develop a wide range of transferable skills. The apprentice will 'earn whilst they learn' enhancing future potential for themselves and the business overall.

Taking on an apprentice is an effective way to grow your workforce with new people, fresh to the industry, who will become a real asset to the business over time. Thousands of businesses of all sizes, across all business sector areas are taking on apprentices.

Apprenticeships can last from 12 months up to 4 years depending on levels undertaken and complexity. Apprentices working towards a new apprenticeship standard at Level 2 will have opportunities to progress to Level 3. Apprentices will be observed throughout the programme for the acquired knowledge, skills and behaviours needed for competency. On an apprenticeship standard, learners must pass an 'end point assessment' (EPA) to be deemed to have met the standard required by the industry. This assessment is carried out by an Independent End Point Assessment organisation, not WEBS staff, and covers everything learnt through observation, discussion and/or portfolio of evidence.*

At WEBS we can support you to choose the right apprenticeship standard modules for your apprentice depending on the assessed training needs identified from our discussions with you. We will support you with the apprentice selection process to ensure you get the right person to meet your needs for the roles you need to fill; then support the apprentice as they develop.* (*for more detail see page 6 and 7)



"Two significant things that WEBS have helped to improve at Duresta/Sofa Brands are: -

1. Advance the skill set of current employees which is essential for the ongoing success of our business, and
2. Their help with the recruiting process has improved candidate selection. Through discussions about what we need for our business Webs has helped prevent the difficulties that can arise when an appointment is the wrong fit for either party."

Quote from Duresta, part of Sofa Brands International.



Industry Expertise & Support

Why work with WEBS?

WEBS was set up in the sixties by furniture firms in and around Long Eaton to train young people entering the industry, so we have a proud history of 50 years of apprenticeship delivery. Former WEBS apprentices have gone on to have very successful careers, some setting up furniture manufacturing businesses of their own, or becoming senior managers in some very prestigious companies. Some have decided to come back to WEBS as training officers and now share their wealth of expertise with young people to ensure they get all the support they need to become successful and valued members of your team.

We are the only specialist furniture trade training provider in the Midlands. We have been actively involved in the discussions and development around the new standard apprenticeships, so you can be assured that what we are delivering meets the latest requirements within the industry. We pride ourselves in building lasting business relationships in order to deliver the training required for you as your business develops over time.

In addition to the apprenticeship training and support, we will help you to find the apprentice that's right for you. Our Business Development Manager will work closely with you to identify what you need your recruit to do and the type of person best suited to match those requirements. Our recruitment team will use this information in the recruitment process.

1 We can advertise your vacancy on our own website and the gov.uk apprenticeship website as well as market with local schools

We will support you throughout the recruitment process ensuring you find the right apprentice for you

5 Your apprentice starts. They will be assigned a training officer and times to attend 'off the job' Training at Webs. Alternatively, training may be delivered on your premises to suit

2 We can sift and interview applicants to see if they match your requirements for the job role and are capable of achieving the apprenticeship

3 We will submit those considered suitable to you for interview

4 Prior to your apprentice starting we will complete all the paperwork with you and sort out possible funding claims and grants

Specialist Training Provision

What we can offer



At WEBS we seek to offer you a 'one stop shop' for training to meet your business needs. In addition to the programmes listed below in furniture trade and business areas, we can deliver bespoke courses at private business rates. Just get in touch with us to discuss.

- ◆ **Modern Upholstery, (cutter, sewing machinist and upholsterer)**
- ◆ **General Furniture Manufacture (cabinet making, frame making and component manufacturing)**
- ◆ **Wood Machinist**
- ◆ **Fitted Furniture Installer**
- ◆ **Furniture Finishing, polishing (French and spray)**
- ◆ **Modern Furniture Service Repair**
- ◆ **Furniture CNC Specialist**
- ◆ **Bed maker**
- ◆ **Warehousing**
- ◆ **Trade Supplier**
- ◆ **Customer Service**
- ◆ **Business Administration**
- ◆ **Business Improvement Techniques**
- ◆ **Team Leading**





Access Grants and Funding

What help can you get?

If your **wage bill** is over 3 million you will now be paying an annual Apprenticeship levy which you can draw upon to use to train your staff using accredited training. If you are not paying the levy there is a Government 'co-investment' scheme to support you with new recruits and existing staff training costs.

- ◆ For **None levy paying** employers with **more than 50 employees** the Government will pay 95% of the Apprenticeship training costs 'to a maximum funding cap'. Funds for training are paid direct to WEBS.
- ◆ For **None levy paying** employers with **less than 50 employees** the Government will pay 100% of the Apprenticeship training costs 'to a maximum funding cap' *for recruiting 16-18 year olds. For 19+ charges do apply with the exception of 19-24 care leavers or those who have an Education, Health & Care Plan.* Funds for training are paid direct to WEBS.

If any of the above situations apply to you then :

- ◊ you can access funding to train new recruits and existing staff, where there is a defined need for apprenticeship training.
- ◊ depending on the age of the apprentice and their circumstances, you could be eligible for a £1000 bonus.
- ◊ you will need to agree a payment schedule with us at WEBS, when you have agreed to take the apprentice on.



On my Level 3 wood machining course I'm learning supervisory skills and producing different products in the workshop. WEBS has given me the confidence to work independently and efficiently and I would recommend them to anyone.

"Having experienced working with WEBS now for quite a few years, we know the service they offer is excellent & specific to our needs" Quote from Original Timber

Employer Responsibilities

What does it all involve?



The apprentice must be recruited to fill position required for an actual productive purpose. With this established, we will work closely with you to make sure that the apprenticeship modules selected are the most appropriate to the job role you wish to fill. By the end of the programme your apprentice will be competent in the skills and behaviours you need and have the knowledge to perform over a range of tasks to the standards set by the industry.

The apprentice will spend most of the time with you in the workplace supported by a supervisor or mentor learning job specific skills. You will need to agree to them taking at least 20% of their time out to concentrate on the work required to eventually achieve the apprenticeship standard . This 'off the job' element of the programme will usually be on a day or block release basis attending WEBS Training premises in Beeston, but it can be arranged at your site or sites of work as long as the apprentice is able to move away from production and carry out training for the time as agreed.

These are the requirements that must be met by you or your company:

- ⇒ Your apprentice must have a thorough induction to the company, be told what the arrangements will be for 'on the job training' and be allocated a supervisor or mentor to support them on a day to day basis.
- ⇒ They must be issued with a contract of employment, agreeing to pay them at least the National Minimum Wage (NMW) for an apprentice. This changes each year. Webs can inform you of the current rate, but you can find out all the details on <https://www.gov.uk/national-minimum-wage-rates>
- ⇒ The minimum hours of employment should be at least 30 hours per week. We would usually expect full time hours to be between 37 to 40 hours per week.
- ⇒ There must be an agreement, known as the commitment statement, in place between you the employer, your apprentice and with us at WEBS covering roles and responsibilities.
- ⇒ Apprentices must spend at least 20% of their time completing 'off the job' training.
- ⇒ Working with WEBS training officers to establish when the learner is ready for End Point Assessment (EPA) then agreeing possible arrangements for this. WEBS will contact the independent End Point Assessment organisation.



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