



# Employer Guide to Apprenticeship Changes, Funding & the Levy

This guide is applicable to all employers operating in the UK, whether you pay the apprenticeship levy or not.

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## Introduction

Apprenticeships in England are changing. The new Apprenticeship Standards are replacing the existing frameworks which are designed to meet the changing needs of employers, learners and providers.

These new apprenticeship standards aim to:

- Give employers control in designing apprenticeships that meet employer, sector and economic needs
- Simplify the standard in a clear and easy to understand process
- Define the level of skill, knowledge and competency required to operate in a particular job role or sector
- Provide rigorous independent assessment that tests competency at the end of an apprenticeship
- Allocate a grading that recognises exceptional performance

### Department for Business, Innovation & Skills (BIS): Our 2020 Vision

*“Nobody understands the skills employers need better than the employers themselves. That is why we are placing them in the driving seat.*

*They are designing apprenticeships so that they focus on exactly the skills, knowledge and behaviours that are required of the workforce of the future. A levy will put employers at the heart of paying for and choosing apprenticeship training, and place the funding of apprenticeships on a sustainable footing. Employers will choose between high quality education and training providers, or be able to train their apprentices themselves.”*

Extract taken from the report: [English Apprenticeships: Our 2020 Vision](#)

Businesses that offer Apprenticeships view them as beneficial to their long-term development.

According to the British Chambers of Commerce, most employ an apprentice to improve the skills base within their business. Recruiting apprentices enables employers to fill the skills gaps that exist within their current workforce as apprentices begin to learn sector specific skills from day one; developing specialist knowledge that will positively affect your bottom line.

In addition to eager, motivated staff who are committed to on the job training and development, industry research has highlighted numerous direct and indirect benefits of Apprenticeships for both recruiting new apprentices and for training your workforce:

- 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.
- The average Apprenticeship increases business productivity by £214 per week\*

*\*source: Skills Funding Agency*

You can find out more about the benefits apprenticeships can bring to your organisation and about the ways apprenticeships are being reformed, in the governments [vision for apprenticeships](#).

## Definition of an Apprenticeship

An Apprenticeship is a job that requires substantial and sustained training, leading to the achievement of an Apprenticeship standard and the development of transferable skills.

## Apprenticeship Standards versus Frameworks:

[Apprenticeship standards](#) are the new type of apprenticeship. Standards vary from existing frameworks in a number of ways:

- They are designed by employer groups known as '[trailblazers](#)'.
- They are clear and concise only a few pages long and define a job in a skilled occupation
- They are a minimum of 12 months in duration
- They do not necessarily include qualifications
- They include a minimum 20% off the job training and English and/or maths (where applicable)
- They cover knowledge, skills and behaviours and must contain transferable skills
- They will be subject to a final end-point assessment which will be graded

The intention is that government will phase out frameworks between now and 2020, as we move over to the new employer-led apprenticeship standards.

The reforms include giving employers the opportunity to add to the new [apprenticeship standards already available](#) by [developing standards](#) that meet their precise needs.

## Choosing apprenticeship training – all employers

You will need to choose the training you'd like your apprentice to receive throughout their apprenticeship. Apprenticeship training can either be on a new apprenticeship standard where they are available or where one is not available, on an existing apprenticeship framework (these are the 2 different types of apprenticeship training).

The Apprentice standard for Furniture Manufacture is designed to give a range of skills appropriate to the different occupational pathways within the sector. A copy of the standard and assessment plan can be found at:- <https://www.gov.uk/government/publications/apprenticeship-standard-furniture-manufacturer>

## Choosing a training provider and an assessment organisation – all employers

You will also need to choose a training provider. If you're spending funds in your digital account (more about that later), or accessing funding through co-investment, you can only spend it with a government **approved** training provider. All employers will be able to access a register of approved training providers through the digital apprenticeship service. <https://www.gov.uk/digital-apprenticeship-service>

The digital apprenticeship service will also provide details of approved assessment organisations that will be required to undertake the end-point assessment. You will be able to choose which you want to assess your apprentice.

In most cases, employers will be working with one training provider and one assessment organisation for training in a particular sector. In this instance it is likely that you will choose the training provider to be your **'lead'** provider who will liaise with and transfer funding through to the assessment organisation at the appropriate time, on your behalf. This enables you to focus on your apprentice training and rest easy in the knowledge that your lead provider will liaise with any other organisations that are required to be part of the apprenticeship process.

## Apprenticeship Levy



[‘English Apprenticeships – Our 2020 Vision’](#) (Dec 2015) set out the case for supporting 3 million new apprenticeship starts to 2020.

It was in this document that the **Levy** was introduced as a mechanism for sustaining apprenticeships longer term. The apprenticeship levy requires all employers operating in the UK, with a pay bill over £3 million each year, to make an investment in apprenticeships. This will be introduced on 6 April 2017. Employers can benefit from this investment by training apprentices.

For the purposes of the levy, an ‘employer’ is someone who is a secondary contributor, with liability to pay Class 1 secondary National Insurance contributions (NICs) for their employees. The levy will be charged at a rate of 0.5% of your annual pay bill. Employers will have a levy allowance of £15,000 per year to offset against the levy they must pay. This means as an employer, you will only pay the levy if your pay bill exceeds £3 million in a given year.

The levy will be paid to HM Revenue and Customs (HMRC) through the Pay as You Earn (PAYE) process.

### What counts as your pay bill

The pay bill will be based on the total amount of earnings subject to Class 1 secondary NICs. Although earnings below the secondary threshold are not counted when calculating an employer’s NICs, they will be included for the purposes of calculating the amount of levy the employer needs to pay.

Earnings include any remuneration or profit coming from employment, such as wages, bonuses, commissions, and pension contributions that you pay NICs on. The levy will not be charged on other payments such as benefits in kind, subject to Class 1A NICs.

### Calculating what you have to pay

Employers will pay the levy on their entire pay bill at a rate of 0.5%. However, a levy allowance will be in place to offset against this. The levy allowance is worth £15,000 for each tax year. This means the levy is only payable on pay bills over £3 million (because  $0.5\% \times £3 \text{ million} = £15,000$ ).

The levy allowance will operate on a monthly basis and will accumulate throughout the year. This means you will have an allowance of £1,250 a month. Any unused allowance will be carried from one month to the next. For example, if your levy liability in month 1 is £1,000 you will not pay the levy and your allowance in month 2 will be £1,500.

If you have some unused allowance in a month, but paid the levy previously in the tax year, you can receive a credit which you can use to offset against your other PAYE liabilities. The credit will also reduce the amount of levy paid.

If you have multiple PAYE schemes and do not use the full £15,000 allowance, you will be able to offset the unused amount against another one of your schemes once the tax year has ended.

### Examples of what you will pay

#### Example 1: an employer who would pay the levy

An employer with an annual pay bill of £5,000,000:

- levy sum:  $0.5\% \times £5,000,000 = £25,000$
- subtracting levy allowance:  $£25,000 - £15,000 = £10,000$  annual levy payment

#### Example 2: an employer who would not have to pay the levy

An employer with an annual pay bill of £2,000,000:

- levy sum:  $0.5\% \times £2,000,000 = £10,000$
- subtracting levy allowance:  $£10,000 - £15,000 = £0$  annual levy payment

You can use the [indicative online tool for employers](#) to estimate your levy contribution, begin to plan your training requirements, and estimate your financial spending.

## How to pay the levy

You will calculate, report and pay your levy to HMRC, through the PAYE process alongside tax and NICs.

If you have calculated that you will pay the apprenticeship levy, you will need to declare this and include it in your usual PAYE payment to HMRC by the 19th (or 22nd if you report electronically) of the following month. The first submission in which you will declare that you will pay the levy will therefore be in May.

## Corporation Tax deduction

Any apprenticeship levy payment to HMRC will be allowable for Corporation Tax.

## Calculating the levy for connected companies or charities

Where a group of employers are connected they will only be able to use one £15,000 levy allowance. The definition of connected companies and charities is based on the [definition used with the Employment Allowance](#).

If you are part of a group of connected employers, you must decide what proportion of the levy allowance each employer in the group will be entitled to. This decision must be taken at the beginning of the tax year and will be fixed for that tax year, unless a correction is necessary because the total amount of the levy allowance claimed across the group exceeds £15,000. Each employer in the group will then calculate what they have to pay through the same processes set out above, but using only their portion of the £15,000 levy allowance.

## Stopping payments from your digital account – levy-paying employers

You should use the digital apprenticeship service to tell the government to stop or pause payments, for example, if:

- your apprentice stops their training
- your apprentice takes a break from training
- you haven't received the service you agreed with the provider

## Employers who already pay into an existing industry levy scheme

Some industries already operate levy systems, or other collective training arrangements. If you already contribute to one of these, you will still be required to pay the apprenticeship levy.

The Industry Training Boards for the construction, engineering construction and film industries will consult their members on potential changes to their existing levy arrangements.

## Further guidance

Further government guidance will be published on the levy and the new system for funding apprenticeships in October and December 2016.

## Digital apprenticeship service

It is intended that the new **Digital Apprenticeship Service** will be accessed by all employers eventually irrespective of whether you are a Levy payer or not. It works on the basis of accessing a 'digital voucher' which is 'cashed in' or 'redeemed' by delivery Providers direct from Government.

Both levy and non-levy paying employers will have access to the new Digital Apprenticeship Service.

Employers not paying the levy will be expected to 'register with the Digital Apprenticeship Service' to create an account, although it is anticipated that this will not commence until 2018. Levy payers will have a digital account generated automatically through the Levy process.

The Digital Apprenticeship Service will provide a general service for all employers whether you pay the levy or not, the new digital apprenticeship service (DAS) will help you to:

- select an apprenticeship framework or standard
- choose the training provider or providers you want to deliver the training
- choose an assessment organisation
- post apprenticeship vacancies
- recruit an apprentice

From May 2017, if you pay the levy you will also be able to:

- see the funds you have available to spend in England
- set the price you've agreed with your training provider
- pay for apprenticeship training and assessment through the digital apprenticeship service

By 2020, all employers will be able to use the digital apprenticeship service to pay for training and assessment for apprenticeships.

## Buying apprenticeship training

### What you can spend apprenticeship funding on – all employers

Funds in your digital account, and funding provided by the government through co-investment, can only be used towards the costs of apprenticeship training and end point assessment. This must be with an approved training provider and assessment organisation.



It can't be used on other costs associated with your apprentices or wider training effort. For example wages, statutory licenses to practice, travel and subsidiary costs, managerial costs, traineeships, work placement programmes or the costs of setting up an apprenticeship programme.

### **Apprenticeship training started before 1 May 2017 – all employers**

Apprentices who have been accepted on to an apprenticeship programme before 1 May 2017 will be funded for the full duration of the apprenticeship under the terms and conditions that were in place at the time the apprenticeship started.

This will be the case for apprentices following programmes underpinned by both apprenticeship 'frameworks' and new 'apprenticeship standards'. Where the apprenticeship requires you to make a payment to the provider or to the Skills Funding Agency, this will continue at the same rate.

If you pay the apprenticeship levy you will not be able to use the funds in your digital account to pay for these apprenticeships.

### **How apprenticeship standards will be funded from 1 May 2017**

**From 1 May 2017** the way the government funds apprenticeships in England will change. Some employers will be required to contribute to the new apprenticeship levy, and there will be changes to the funding for apprenticeship training for all employers.

Employers will be able to choose the training they'd like their apprentices to receive, an approved training provider and an assessment organisation using the registers available on the new digital apprenticeship service. Help with this is available from the [National Apprenticeship Service](#).

All existing and new apprenticeship frameworks and standards will be placed within a funding band. The upper limit of each funding band will **cap** the maximum amount of digital funds an employer who pays the levy can use towards an individual apprenticeship. The upper limit of the funding bands will also cap the maximum price that government will 'co-invest' towards, where an employer does not pay the levy or has insufficient digital funds and is eligible for extra support. It will be up to employers to negotiate prices with providers, within these funding limits. The same funding bands will apply to all employers paying for apprenticeship training and all providers delivering training..

### **Extra support for employing 16- to 18-year-old apprentices – all employers**

The government recognise that there are some additional costs associated with supporting younger apprentices, young care leavers and young adults with additional learning needs. It is therefore currently proposed to make an additional payment of £1,000 to employers and a further £1,000 payment to training providers to help with these extra costs and ensure all individuals have the opportunity to benefit from an apprenticeship. Further detail on this is expected to be confirmed in October 2016.

It is also proposed that when employers take on a 16 to 18-year-old on an apprenticeship framework or standard, they receive £1,000 as an **incentive payment** to help meet the extra costs associated with this. This would be paid to employers in two equal instalments at 3 months and 12 months. Initially, these payments will be made to employers via their training provider, who will pass the money on.

## Funding for English and Maths training – all employers

All apprentices have to meet a minimum standard in both English and Maths up to level 2 (i.e. Grade 'C' or above GCSE). If your apprentices don't already have these, they will be required to undertake English and/or Maths as part of their apprenticeship. You will need to work with your provider to identify which of your apprentices require this training.

Providers will be paid directly from government for the level 1 and 2 English and Maths training they provide to your apprentices. You won't be asked to pay for this.

## Levy Employers

### Accessing money paid under the apprenticeship levy

Once you have declared the levy to HMRC you will be able to access funding for apprenticeships through a new digital apprenticeship service account. You will be able to use this to pay for training and assessment for apprentices in England. The service will also help you find training providers to help you develop and deliver your apprenticeship programme.

**Note:** *The digital apprenticeship service will support the English apprenticeship system. Scotland, Wales and Northern Ireland have their own arrangements for supporting employers to access apprenticeships. Separate arrangements will be in place in Scotland, Wales and Northern Ireland.*

### Creating an account to access your funds

Online tools for employers will be available via the digital apprenticeship service over the next year. You will be able to register to create your account from January 2017 and you'll be able to familiarise yourself with the service. As a pilot provider, Webs Training are happy to support you with this new system.

When you've registered, you'll need to verify your PAYE schemes and link them to your account. You will be able to use more than one account if you'd like to keep your schemes separate.

### When funds will appear in your digital account

The apprenticeship levy will be introduced on 6 April 2017. The first time eligible employers will have to declare their liability to HMRC will be in May 2017 for levy due on their April payroll. Levy-paying employers will be able to see corresponding funds in their digital accounts shortly after their final declaration to HMRC, so after 22 May.

### Using funds in your digital account to buy training

You will be asked to negotiate and agree a price with the 'lead' training provider you have chosen from the approved register. This price will cover the delivery of apprenticeship training towards a specific standard or framework, **and** the cost of assessing the apprentice at the end of their apprenticeship (end-point assessment). The lead provider will liaise with and transfer funds through to the assessment organisation at the appropriate time. Apprentices will not be able to achieve the apprenticeship without taking an end-point assessment.

You can use funds in your digital account to pay your training provider, up to the maximum allowed by the relevant funding band. Once the apprenticeship has started monthly payments will be automatically taken from your digital account and sent to the provider.

For example, if the apprenticeship standard you have chosen is in a funding band with a limit of £9,000 and you negotiate a price of £8,000 with your training provider. The government will deduct this amount from your digital account, in monthly instalments, over the life of the apprenticeship and pass to the provider.

If you negotiate a price with a training provider that is more than the maximum allowed by the funding band, then you must pay the difference between the band maximum and the agreed price, in full. You can't make this payment from your digital account.

The new system will pay providers one month in arrears for training they report has been delivered. This means that the first payments to leave your digital account, for training purchased in May, will be in June.

When you buy apprenticeship training through the digital apprenticeship service you don't need to have enough funds in your digital account to cover the entire cost of the training at the start. As payments are taken from the digital account monthly, you just need to have enough funds in your account to cover the monthly cost of each apprenticeship you have chosen. You will see funds entering your digital account each month as you pay the levy, and funds leaving the account regularly each month as you pay for training. Initially these payments will be made monthly. In future, the government aim to give you more flexibility over the way payments leave your digital account.

If you choose not to use your digital account to buy apprenticeship training you will need to buy it directly from a training provider, following the same process as [employers who do not pay the levy](#).

### **Buying training if you don't have enough in your digital account – levy-paying employers**

If you pay the levy, you may find that over the course of an apprenticeship the funds in your digital account aren't enough to cover the full cost of the apprenticeship training and assessment you'd like to buy. This may be the case for employers who only pay a small amount of levy or have a variable pay bill and pay the levy in some months but not others.

If you don't have enough in your account in a particular month, you will be asked to make a contribution to the extra cost of training and to pay this directly to the provider, rather than through your digital account. You will be able to spread this contribution over the lifetime of the apprenticeship and agree a payment schedule with your provider. The government will provide support to help you meet these additional costs, up to the maximum amount of funding available for that apprenticeship. As both you and government make a payment, this is called 'co-investment'.

### **Top-ups to the funds in your digital account**

Government will apply a 10% top-up to the funds you have for spending on apprenticeship training in England. They will apply the top-up monthly, at the same time the funds enter your digital account. That means for every £1 that enters your digital account to spend in England on apprenticeship training, you get £1.10.

## Expiry of funds in your digital account

Funds will expire 18 months after they enter your digital account unless you spend them on apprenticeship training. This will also apply to any top-ups in your digital account. For example, funds entering your account in September 2017 will expire in March 2019, unless you have spent them. Money is spent when it leaves your digital account as a payment to a training provider.

The account will work on a first-in, first-out basis, through either payment or expiry. Whenever a payment is taken from your digital account it will automatically use the funds that entered your account first. This will minimise the amount of expired funds. This will happen automatically. Your digital account will let you know in good time when any funds are due to expire so that you can arrange to spend them if you wish.

## Directing funds in a digital account to another employer

In the first year of the levy, you will be able to use the funds in your digital account to pay for apprenticeship training and assessment for your own employees. The main aim of the apprenticeship levy is to support employers in growing the number and quality of apprenticeships in their own workforce.

The government understands that some employers will want to use funds in their digital account to pay for apprenticeship training of other employer's apprentices, for example, someone in their supply chain. Views have been sought on proposals to allow employers to transfer 10% of their funds to another employer's digital account from 2018. You can [learn more about this proposal](#) here.

## Pooling funds in a digital account with other employers in a group structure

If you are in a group of companies connected for the purposes of paying the levy, your group will be able to collect their funds together into one digital account. Your group will do this by registering to have PAYE schemes attached to a single digital account.

Since you can only use funds in your digital account to pay for apprenticeship training for your own employees, employers that are not connected will not be able to pool funds in a digital account.

## Non-Levy Employers

The majority of employers will be required to make a contribution to the cost of this training and government will pay the rest, up to the maximum amount of government funding available for that apprenticeship, within the funding band. You will negotiate and agree a price with the training provider you have chosen from the approved register. This price will cover the delivery of apprenticeship training towards a specific standard or framework, and the cost of end-point assessment. You pay for this through co-investment with government. You will be asked to pay this directly to the provider and you will be able to spread it over the life time of the apprenticeship agreeing a payment schedule with the provider as part of a formal written agreement.

Every individual apprenticeship framework and new apprenticeship standard will be allocated to a funding band. The upper limit of the funding band will cap the maximum price that government will 'co-invest' towards.

Your payment plus the government contribution should not total more than the maximum allowed by the funding band for the standard or framework you have chosen. However, if you negotiate a price with a provider that is more than the maximum allowed by the funding band, then you must pay the difference between the band maximum and the agreed price, in full. You won't get government support towards these costs.

An [indicative tool](#) has been created for employers to estimate how much the government will contribute towards the cost of training. Currently views are being sought on the proposals that government pays 90% towards the cost of training and assessment, and employers pay the remaining 10%. The government will finalise details and confirm the co-investment rate in October 2016.

### **Support for small employers**

Currently small employers (those with fewer than 50 employees) have a tradition of employing younger apprentices. To encourage this to continue the government propose to waive the co-investment requirement for small employers that train 16-18-year-old apprentices. This means these employers will not have to contribute towards the cost of training apprentices for this age group. It is also proposed that the government pays 100% of the apprenticeship training costs for small employers where the apprentice is a 19-24-year-old care leaver or is 19-24 years of age and has a Local Authority Education, Health and Care plan.

### **Written agreements/Commitment Statement and Payment Schedule**

Once an employer has identified a lead delivery provider and agreed a price for delivery of the new standard (including the end point assessment), they will be required to sign a written agreement which forms the basis of a legal contract with the provider. This will include a payment schedule setting out when employer contributions are to be made. It will be between the employer and provider to determine when payments might be made over the duration of the apprenticeship and this may be different for every employer. In addition, the employer, provider and apprentice will each sign a commitment statement clarifying the roles and responsibilities of all parties. It is also important to note that for apprentices aged 16-18 there will be a requirement that their parents also sign the commitment statement.

Once delivery starts against the agreed standard, the payment schedule commences. Lead providers will be responsible for transferring funds to other providers the employer may be working with including the end-point assessment provider.

It should be noted that only providers/end-point assessment organisations who are Government registered (identified on the Register of Training Organisations) are able to deliver and draw down apprenticeship funding.

For more information go to [Apprenticeship standards employers guide.pdf](#)

Alternatively speak to one of our members of staff on 01159 677771 or email [info@webstraining.com](mailto:info@webstraining.com)

## Working with Webs Training

If you are thinking of taking on an apprentice for the first time, or have taken on an apprentice previously and require some additional support and advice on the New Standard Apprenticeships contact us on **01159 677771**.

Webs Training is committed to working with the furniture manufacturing and allied industries to reduce skills gaps and shortages. Work is ongoing to increase the pool of new talent available to the industry and to provide training support for employers committed to Apprenticeships. By working together we can help your apprentice to successfully achieve their furniture trade apprenticeship and for you to develop a fully qualified and professional workforce.

As these changes are implemented, Webs will be happy to support you and assist you with any requirements the new changes will bring

Overleaf is a table showing the new process and what you the employer will be responsible for and what we at Webs Training will be responsible for. However will we support you all the way through the apprenticeship from recruitment to completion.

Our office number is 0115 967 7771.

Thank you

## Appendix 1 - Roles and Responsibilities

Where Webs Training is acting as Lead Provider	What will the employer do?	What will Webs Training do?
1. Choose the apprenticeship	<ul style="list-style-type: none"> <li>discuss with Webs Training the apprenticeship standards and select the most suitable apprenticeship to use.</li> </ul>	<ul style="list-style-type: none"> <li>work with you to negotiate the right apprenticeship to meet your needs.</li> <li>advise you of the price associated with the apprenticeship delivery including where possible the cost of end-point assessment.</li> <li>advise you of the funding cap associated with the apprenticeship and work with you to agree a payment schedule.</li> <li>advise you on the potential employer incentives that you may be entitled to receive and support you in applying for these.</li> </ul>
2. Prepare delivery of the apprenticeship	<ul style="list-style-type: none"> <li>select/confirm the provider(s) needed to deliver the apprenticeship training and end- point assessment for the apprenticeship.</li> <li>agree who will act as the 'lead' provider (where you are already working with Webs you may be happy to continue this arrangement).</li> </ul>	<ul style="list-style-type: none"> <li>discuss the training requirements for the whole programme with you including on and off the job training.</li> <li>co-ordinate with other chosen providers, to ensure the successful delivery of the apprenticeship training and the end-point assessment.</li> </ul>
3. Advertising the vacancy and choosing the apprentice	<ul style="list-style-type: none"> <li>agree the vacancy details to be used to advertise the apprenticeship.</li> <li>Interview suitable applicants.</li> </ul>	<ul style="list-style-type: none"> <li>work with you and agree the details of the vacancy to be advertised.</li> <li>upload the vacancy details to the gov.uk apprenticeship site to be advertised nationally.</li> <li>coordinate the application, interview, initial assessment and vetting process to ensure the suitability of applicants</li> <li>arrange interviews for all applicants who match the advertised role as closely as possible.</li> <li>promote the vacancy with schools, JCP and other support agencies.</li> </ul>

<p><b>4. Confirm funding, eligibility and support requirements</b></p>	<ul style="list-style-type: none"> <li>• select the applicant/s you want to take on as your apprentice/s.</li> <li>• Confirm learner eligibility</li> </ul>	<ul style="list-style-type: none"> <li>• Support you in confirming learner eligibility required to access government funding</li> <li>• Assess and organise the provision of learning support including English and/or maths where appropriate.</li> <li>• provide the necessary resource to ensure that support requirements are met throughout the programme.</li> <li>• complete all the necessary paperwork/evidence to ensure compliance with apprentice standards, government audit and Ofsted requirements.</li> <li>• work closely with you in order to check and confirm whether you are eligible for the small employer and the 16- to 18-year-old apprentice incentive payments.</li> </ul>
<p><b>5. Finalise apprenticeship delivery</b></p>	<ul style="list-style-type: none"> <li>• Finalise a price, agree delivery and agree a <b>payment schedule</b>.</li> <li>• sign a <b>written agreement</b> with Webs Training for the delivery of the training and the end-point assessment based on the apprentice's needs.</li> <li>• complete and sign an <b>apprenticeship agreement</b> with the apprentice</li> <li>• agree and sign a <b>commitment statement</b> with the apprentice and Webs Training.</li> </ul>	<ul style="list-style-type: none"> <li>• finalise a price for the delivery of training and assessment, tailored to your individual apprentice's needs and agree this in a <b>payment schedule</b> with you.</li> <li>• confirm all the necessary details in a <b>written agreement</b> with you.</li> <li>• complete the individual <b>commitment statement</b> annex and the <b>apprenticeship agreement</b> with you and your apprentice.</li> <li>• Agree an individual learning plan for the apprentice</li> <li>• make sure that there are suitable subcontracting and payment arrangements agreed with any the other providers, where necessary.</li> <li>• Support you in the paperwork required to claim incentive payments as appropriate.</li> <li>• Agree a start date with you for delivery to commence</li> </ul>
<p><b>6. Start the apprenticeship</b></p>	<ul style="list-style-type: none"> <li>• make arrangements to support the apprentice throughout their apprenticeship.</li> <li>• ensure that the apprentice is given appropriate time to attend the on and off-the-job training required for the apprenticeship.</li> <li>• Commence co-investment payments to Webs Training as set out in the agreed payment schedule.</li> </ul>	<ul style="list-style-type: none"> <li>• create the <b>apprentice evidence pack</b>, which acts as the provider evidence source for the apprenticeship.</li> <li>• Continue to ensure that all necessary paperwork and processes are in place to be complaint with the apprenticeship standard, government audit requirements and Ofsted quality standards.</li> <li>• Record all government information requirements onto a national system including co-investment payments received.</li> </ul>



<p><b>7. Train the apprentices</b></p>	<ul style="list-style-type: none"> <li>• Ensure your apprentice receives regular training as agreed in the written agreement and commitment statement.</li> <li>• Liaise with Webs if you have any issues with your apprentice.</li> <li>• Continue to make co-investment payments as set out in the agreed payment schedule.</li> <li>• Make claims for incentive payments as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Train the apprentice to the national standards in line with the agreed training plan.</li> <li>• Formatively assess apprentice to ensure they are on track to successfully achieve.</li> <li>• Undertake regular reviews with apprentice and employer to ensure everything is ok</li> <li>• Organise for apprentice to sit relevant occupational, health &amp; safety and English or maths tests as required.</li> <li>• Notify employer of non-attendance</li> <li>• Continue to report cash contributions from you on the government database</li> <li>• collect and validate employer incentive claim forms and transfer incentive payments from the government to you in a timely manner</li> <li>• Update the apprentice evidence pack, which acts as the provider evidence source for the apprenticeship.</li> </ul>
<p><b>8. End-point assessment</b></p>	<ul style="list-style-type: none"> <li>• Work with Webs to agree when you both believe the apprentice is ready for end-point assessment</li> <li>• Liaise with Webs and end-point assessment organisation throughout the process.</li> </ul>	<ul style="list-style-type: none"> <li>• Organise and agree with the end-point assessment provider is required to carry out end-point assessment</li> <li>• Liaise with the employer</li> <li>• Be part of the end-point assessment process where required</li> <li>• co-ordinate and work with the assessment organisation to confirm that the apprentice has completed the apprenticeship standard.</li> </ul>
<p><b>9. Complete the apprenticeship</b></p>	<ul style="list-style-type: none"> <li>• complete an incentive claim form and submit this to Webs Training.</li> <li>• Consider how the apprentice might progress to the next level</li> <li>• Consider recruitment of further apprentices</li> </ul>	<ul style="list-style-type: none"> <li>• Liaise with the assessment organisation to claim the completion certificate from the apprenticeship certification body.</li> <li>• Supports employer with the incentive claim form as required to receive the completion payment</li> <li>• record achievement of the government database to ensure incentive payment is triggered.</li> <li>• Upon receipt, transfer the completion payment in full to you in a timely manner.</li> <li>• Liaise with you to discuss your next steps including progression pathways and recruitment.</li> </ul>

## Appendix 2 - Frequently Asked Questions

**1. If I recruit an apprentice after May 2017, will I have to contribute toward the cost of the apprentice training & assessment?**

YES, for levy paying employers, the funding will be paid via the levy account. Non levy employers will be required to pay a contribution (as a cash amount not 'in kind') in order that government funding can be released. However, the government has set out proposals for small employers with fewer than 50 employees to receive 100% government support when recruiting a 16-18 year old. This is still to be agreed.

**2. Prior to May 2017, I have always received free training for 16-18 year olds, will I still receive free training?**

In the majority of cases, it is likely that all employers will be required to pay a contribution irrespective of which provider delivers your training and the age of the apprentice. However, government has set out proposals for small employers with fewer than 50 employees to receive 100% government support when recruiting a 16-18 year old. This is still to be agreed.

**3. Why does my apprenticeship have to include English and maths training and do I have to pay for this?**

There's concern that literacy and numeracy levels in England are falling behind those of other countries and as such the provision of English and maths is central to the Government's recent reforms to post-16 education and training. By stepping up the English and maths requirements for all post-16 learners and reforming GCSEs, the Government hopes to equip workers with the vital literacy and numeracy skills needed for the 21st century. This should lead to benefits for:

- the **economy and society** as a whole - for this country to be competitive and create wealth, we need a skilled workforce.
- **employers** - if employees have the fundamental skills of English and maths, they will be able to apply these skills to new situations and challenges, leading to greater efficiency, productivity and competitiveness.
- **apprentices** themselves - the attainment of a certain level in English and maths will provide a basis for developing their employability skills, help them learn, increase their confidence, enhance their career prospects and improve their opportunities in life.

**4. Can I get support to help me access the new Digital Apprenticeship Service?**

YES, the government are currently asking employers and providers to test the new system. Once the system is live you can get support from your training provider.

**5. There are no qualifications built into the furniture manufacturing apprenticeship standard, can I include qualifications?**

YES, although government funding is only available to support achievement of the apprenticeship standard. As the achievement of qualifications have not been built into the standard, employers will be expected to pay for these.

**6. What is being done to help small employers take on apprentices?**

The vast majority of employers will not be eligible to pay the levy and these employers will continue to receive government support through co-investment to help fund their apprentices. However, It is currently proposed that employers with fewer than 50 employees continue to receive 100% funding support for recruiting 16-18 year olds. This is expected to be confirmed in October 2016.

**7. Can I use my levy funds to pay for staff CDP training?**

It can only be used for training as part of a government approved apprenticeship framework or standard.

**8. Can I use my levy funds to put existing staff through approved apprenticeships?**

YES, but you do have to demonstrate that the apprenticeship is relevant to their role and that they will develop/learn new skills by undertaking the apprenticeship.

**9. Are their age restrictions for the apprentice to be eligible under the new funding system?**

NO, an employer can recruit an apprentice of any age starting at 16. However, if it is an existing employee then you do have to demonstrate the requirement for new skills e.g. new job role, changed role etc.

**10. How will I know what new apprenticeship standards have been approved for delivery?**

You can visit:- [www.gov.uk/government/collections/apprenticeship-standards](http://www.gov.uk/government/collections/apprenticeship-standards)

**11. What is the digital apprenticeship voucher?**

This refers to the money in an employers digital account which can be used to purchase apprenticeship training.

**12. If my payroll bill is less than £3m will I still have to pay 0.5% levy?**

Every organisation will be expected to contribute to the cost of apprenticeship delivery. Larger business will pay through the levy. Smaller businesses will pay direct cash contributions to receive a digital voucher that will allow the employers chosen provider to draw down the funds.

**13. Where will the end-point assessment take place for my apprentice?**

This will vary according to the sector. In some sectors this may be at an assessment centre, in others, this may be negotiated between the end-point assessment organisation, the employer and training provider based upon the requirements of the assessment to be carried out.