



How to employ an Apprentice

A guide for employers



Apprenticeships

for businesses with ambition

Workforce planning allows you to think ahead and consider options for training your existing staff to fill posts in advance of taking on new employees to fill your skills gaps.

An Apprenticeship Programme offers your business a cost-effective solution to make your training budget go further.

Why employ an Apprentice?

From a cost-effective way of training employees with the skills your business needs, to seeing a positive return on investment - an apprenticeship programme is the best investment you can make to grow your business and build a motivated and loyal workforce.

Two routes to taking on an Apprentice

You can employ a new recruit as an Apprentice - anyone over the age of 16 can apply.

You can upskill or reskill your existing staff by transferring them on to an Apprenticeship Programme.

Train. Retain. Gain.



Train your new apprentices in the skills your business needs. Our experienced officers carry out a free Training & Needs Analysis (TNA) to identify any skills gaps that could be addressed by hiring an Apprentice.



Retain your valued employees by upskilling them on to a higher-level apprenticeship. Once qualified they will be equipped to bring innovative ideas ensuring your business remains successful and resilient.



Gain benefits of having motivated and highly qualified employees. Completing an Apprenticeship programme gives your employees a sense of pride and achievement. Employees mentoring them also get to pass on their knowledge and feel valued at the same time.

How we assess applicants

We screen all potential Apprentice candidates before they make it on to our 'work ready' list. We do this by inviting them to undertake an Initial Assessment.

This is an assessment that is done under exam conditions. The Assessment checks their current level of English and Maths. Skills which are crucial for employees working in any sector.

We also analyse their CV for relevant work experience and check if they have existing transferrable skills for their chosen Apprenticeship programme.

We then interview them to ascertain their suitability as a potential Apprentice and to ensure they are 'work ready' for any job vacancies.

Hassle-free recruitment

You can be assured, by the time candidates are recommended to you, they have been screened by us. We forward CV's of the most suitable candidates for you to interview.

So, you get a hassle-free recruitment process, and a high calibre 'work ready' Apprentice candidates. All we ask in return is that training is undertaken by Blackburn College.

Apprenticeship Funding

Levy paying employers

All businesses with a wage bill of £3 million or more will be contributing to the Apprenticeship Levy scheme – this money can be used for Apprenticeship training.

Non-levy paying employers

Businesses employing less than 50 employees will be eligible for 100% funding for training Apprentices aged between 16-18. If you employ over 50 staff or your Apprentice is aged 19 or over you will be required to pay 5% of the Apprenticeship training.

Our Apprenticeship Team will assist you in setting up the Digital Account (TAS) to reserve your funding.

Salaries

The minimum wage for Apprentices is currently **£6.40** per hour but you can pay more if you wish. The wage is dependent on age at the start of the Apprenticeship. See Government website for current pay scales.

Off the job training

The new minimum off-the-job training requirement is 6 hours per week for a full time equivalent (an individual who works 30 hours or more per week). We have included a minimum number of off-the-training hours for a 52 week programme.

Source: Department for Education - Apprenticeship funding rules for employer-providers August 2022 to July 2023



The Recruitment Process and Funding

Contact Blackburn College

Levy

Non-Levy

Employer identifies need

Create TAS

Reserve funding

Apprenticeship to advert

Decision to progress

Candidate assessed

Apprentice selection -
internal or external

External vacancy advertised on College
website and Government website

Apprenticeship
Agreement with
Blackburn College

Admission and
registration process

Apprentice on
programme

Regular
reviews

Upskilled
qualified
employee



Why choose us?

Heritage

We have a training heritage going back to 1888.

Success

Top 10 in England for 16-18 year old Advanced Apprenticeship success.*

Experience

We have served over 3,000 employers.

*Timely success. Qualification achievement rates 2018-2019

Employer Satisfaction

91%

would likely or highly likely recommend us

94%

say quality of training is excellent or good

97%

agree our staff are excellent or good

Blackburn College Employer Apprenticeship Survey – May 2022

Ofsted 'Good'

Blackburn College is awarded a Good rating (March 2022)

What Ofsted had to say about Blackburn College:

“students and apprentices receive additional, individual support from academic skills coaches to help them to structure assignments correctly and to obtain help with revision and examination techniques”

We can help you recruit! Once you complete a vacancy form, we advertise and manage the process, and identify suitable candidates for your role.



Contact us - we'll help you all the way

Speak to our experienced Business Development Team to discuss your specific training needs and courses we offer.

We'll guide you through the recruitment and selection process and support you at every stage.
01254 292 500 or **apprenticeships@blackburn.ac.uk**

Sectors we operate in:

Automotive

Fashion &
Textiles

Business &
Customer Service

Early Years &
Education

Beauty
Therapy

Gas

Health &
Social Care

Housing

Human
Resources

Management

Digital
Marketing

Plumbing &
Heating

IT

Construction

Hairdressing
& Barbering

Accountancy

86% of employers said Apprenticeships helped them develop skills relevant to their organisation

78% of employers said Apprenticeships helped them improve productivity

74% of employers said Apprenticeships helped them improve the quality of their product or service

Apprenticeship Levels

Blackburn College can offer you a wide range of Apprenticeships across all levels.

Intermediate Apprenticeships

- ◆ Level 2
- ◆ 12 - 18 months
- ◆ Equivalent to 5 GCSEs (Graded 4 - 9)

Advanced Apprenticeships

- ◆ Level 3
- ◆ 18 - 48 months
- ◆ Equivalent to 2 A-Levels

Higher & Degree Apprenticeships

Lancaster University 

- ◆ Levels 4 - 6
- ◆ 24 months+
- ◆ Our Degree-Level Apprenticeships are validated by Lancaster University



Meet our Apprenticeship Stars

Nathan Milligan

Employer:

Together Housing

Studied:

Level 3 Plumbing and Domestic Heating Technician Apprenticeship Standard

Award Winning:

Construction Apprentice of the Year at the Lancashire Apprentice Awards 2023



Jodie Beck

Employer:

Blackburn with Darwen Borough Council

Studied:

Level 4 Lead Practitioner in Adult Care

Award Winning:

Highly Commended NHS Health and Social Care Awards Rising Star Award



Meet our Apprenticeship Stars



Maaria Yusuf

Employer:

Westholme School

Studied:

Level 3 Early Years
Educator Standard
Apprenticeship

Award Winning:

Further Education
STAR Award



Adam Green

Employer:

C Hutchinson Electrical

Studied:

Level 3 Electrotechnical
Standard Apprenticeship

Adam is now a

Qualified Electrician

Looking after our Apprentices

We are dedicated to supporting our learners achieve their best. This includes our commitment to safeguarding and protecting the welfare of our students.

Safeguarding

Safeguarding is the term used for protecting people from maltreatment and keeping individuals safe and protected from harm, abuse and neglect. All students have the right to be protected from:

- ◆ **Physical Abuse - deliberate physical injury/harm**
- ◆ **Emotional Abuse - abuse that has a negative impact on emotional health and wellbeing**
- ◆ **Mental Health Issues**
- ◆ **Sexual Abuse and Exploitation**
- ◆ **Neglect and Self-Neglect**
- ◆ **Domestic Abuse (unhealthy relationships)**
- ◆ **Forced Marriage**
- ◆ **Financial Abuse**
- ◆ **Bullying (including cyber-bullying)**
- ◆ **Radicalisation and Extremism**
- ◆ **Discriminatory Abuse**

Our dedicated Safeguarding Team can assist students and Apprentices suffering any forms of abuse and can support them as intermediaries with the relevant organisations.



Matthew Robinson
Designated
Safeguarding
Lead



Zara Heffernan
Prevent and
Safeguarding
Intervention
Worker



Shugufta Ali
Deputy
Designated
Safeguarding
Lead &
Safeguarding
Practitioner



Rachel Birleson
Operational
Safeguarding Lead

British Values

At Blackburn College we educate our Apprentices within the framework of fundamental principles and teach them the five British Values we as a country abide by:

- ◆ **Democracy**
- ◆ **The rule of law**
- ◆ **Individual liberty**
- ◆ **Mutual respect**
- ◆ **Tolerance**

PREVENT

Prevent is the Government initiative that aims to counteract radicalisation and extremism. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism.

To keep our Apprentices safe they undertake a College induction training course within 4 weeks of starting their Apprenticeship Course that covers the following:

- ◆ **Radicalisation and Extremism**
- ◆ **Staying safe online**
- ◆ **What can you trust**
- ◆ **British Values**

Discussions around the Prevent Agenda are revisited throughout the Apprenticeship journey both in College and in the workplace.

Remember! If you have concerns or want more information, advice or guidance contact the College's dedicated Safeguarding Team.

Safeguarding Direct Contact:

Telephone: 01254 292424

Email: safeguarding@blackburn.ac.uk



Find out more

01254 292500
apprenticeships@blackburn.ac.uk

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