

# EMPLOYER BOOKLET

**Supporting employers in  
Shropshire and the West Midlands**

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# WELCOME OUR PROVISION IN SHROPSHIRE



**Barnsley College won the tender for delivery of apprenticeships with both Shropshire Council and Telford and Wrekin Council in the summer of 2019. Since then we have worked closely with both councils to develop a team and training facilities, based locally in Shrewsbury, Shropshire. This is operated by our manager and trainers who are all based locally.**

We are already delivering numerous apprenticeship programmes to support both councils, and a growing client base of other local employers, across a number of disciplines. These include roles from Teaching Assistants and School Business Managers through to Data Analysts. We are also providing business apprenticeships including Leadership and Management up to Level 5, and Accounting.

This offer will continue to expand with the addition of new programmes for roles in education, business and other sectors. In the longer-term we are also aiming to offer qualifications up to Level 6 (degree level apprenticeship standards).

We fully appreciate the challenges that face organisations in Shropshire and the West Midlands, and we are planning to be based in the region for years to come in support of business growth through innovation and skills development.

Barnsley College is rated outstanding by Ofsted\* and the Shropshire team is fully supported and resourced to develop and deliver excellence to you and your employees. Our team is experienced in creating new programmes and working with employers; they can support you in identifying talent to nurture and skills gaps to fill, whilst also supporting succession planning for your key roles.

Barnsley College is excited and proud to be part of the Shropshire and West Midlands provider network, and to be part of the team that can support businesses to develop and grow this region.

**Yiannis Kouris**  
Principal and CEO at Barnsley College



Photo taken by Tomos Celt.



Photo taken by Tomos Celt.

\*Rated Outstanding following a full Ofsted inspection in 2010.

# INTRODUCTION TO BARNESLEY COLLEGE'S COURSE DELIVERY IN SHROPSHIRE AND THE WEST MIDLANDS REGION

## Bridge the gap between talent and experience by developing the workforce of tomorrow.

The Barnsley College Shropshire apprenticeships team want to help you to identify and develop the best people, at the right level, with the right experience for your organisation.

We have a range of apprenticeships and professional training solutions that can be tailored to your exact requirements and will support your organisation to be productive and profitable.

We offer bespoke training programmes, delivered with a flexible approach in Shropshire and the West Midlands region, resulting in fully qualified employees who add value.

## Why choose Barnsley College?

We offer a range of intermediate, advanced and higher apprenticeship programmes (Levels 2,3,4 and 5).

## Our service to employers

### Our service package includes the following elements:

- Guaranteed rapid response from our team, based in Shropshire.
- A dedicated Key Account Manager.
- A complete training solution for your business requirements.
- High quality training and on-going support through working with you as a strategic partner.
- A flexible approach – online delivery, workshops, seminars or day release. Agreed with you at the outset.
- Advertising of your apprenticeship job vacancies - free of charge.
- Recruitment and selection of suitable candidates.



# 10 REASONS WHY EMPLOYING AN APPRENTICE WILL BENEFIT YOUR ORGANISATION

Apprenticeships are flexible training programmes which mix assessment and training in the workplace with teaching in the classroom or workshop, validated with a variety of exams and practical assessments.

## 1. Grow and develop your team while keeping costs down

Anyone can complete an apprenticeship programme, regardless of age or experience, from school leavers to management teams. You can enrol your existing employees. Recruitment is a time consuming job, but our experts make it a straight-forward and simple process. Our team will help to identify areas where training is needed and devise a bespoke training plan tailored to your business' needs. We will also advertise your vacancy, shortlist candidates and arrange interviews. Once the apprentice starts employment and the apprenticeship programme, their dedicated trainer will provide you with regular updates on their progress.

## 2. Provide someone with a career opportunity

Employing an apprentice provides someone with an opportunity to start their career. You can mould the apprentice to work how you want them to work and fit within your business' culture and in return your apprentice will grow into a loyal employee.

## 3. Address a skills gap

Apprenticeships combine on-the-job experience with off-the-job training. This means that your business benefits from a workforce that has the right blend of practical experience, skills and knowledge.

## 4. Utilise your Apprenticeship Levy contributions to upskill your existing workforce

Apprenticeship programmes can help existing employees and new recruits to develop fresh skills or progress to a higher position within the organisation. We can work with you to develop and implement your existing staff development plans.

## 5. Plan for the future

A workforce has lots of skills and experience but these can be lost if employees leave the business. Employing an apprentice and introducing a mentoring system helps those skills to be retained within the business, ensuring the skills are passed on to future recruits. We will work with your HR department on succession planning and workforce analysis, identifying and nurturing talented employees.

## 6. Boost productivity

Training helps employees to be more competent in their role. We can work with you to agree on a flexible training schedule in order to minimise disruption to your apprentice's working day.

## 7. Access the latest industry knowledge and technology

Apprentices access up-to-date technology and knowledge which may help your business become more efficient, profitable and competitive in the future.

## 8. Enhanced brand image and reputation

Employing apprentices has a positive impact on a company's corporate social responsibility and will help to build a strong brand image and reputation for investing in staff.

## 9. Motivate your employees

Having a trained workforce who have the right skills, knowledge and equipment to fulfil their duties will lead to increased job satisfaction, productivity and profitability.

## 10. Career progression

Apprenticeship programmes are available on a variety of levels: Intermediate, Advanced and Higher (Levels 2, 3, 4 and 5). These offer progression options for all of your employees to develop new skills and progress within the organisation. We are currently offering qualifications up to Level 5 on some programmes and plan to add Degree and Post-Graduate (Level 6 and 7) courses in the longer term.

# WHAT IS AN APPRENTICESHIP STANDARD?

The Institute of Apprenticeships has been working with employers over recent years to create apprenticeship standards, in order to raise the quality of the qualifications. These standards have gradually replaced the former apprenticeship frameworks. Standards are occupation-focused and developed with employers.

Each standard has been developed in collaboration with employers and industry experts who understand the needs of the workforce and the skills, knowledge and behaviours that an apprentice will require in order to perform their role in the workplace. The course content and assessments for each apprenticeship standard is designed around those specific skills, knowledge and behaviours.

**Learning happens throughout the apprenticeship with a final assessment at the end.**

Some standards feature industry standard qualifications which the apprentice will study as part of their course and must pass in order to complete their apprenticeship. For example, the Level 2 Accounts/Finance Assistant Apprenticeship Standard includes the Level 2 Association of Accounting Technicians (AAT)

Foundation Certificate in Accounting. Where functional skills are required (Maths, English and ICT/IT) these will also be blended into the course programme.

Apprentices studying for an apprenticeship standard are generally assessed multiple times throughout the duration of their course and in addition, they will undergo an 'End Point Assessment' on completion. This may consist of a portfolio presentation, question and answer session or interview, presentation of a project and/or an employer reference. The End Point Assessment is conducted by an unbiased external body, rather than the apprentice's training provider.

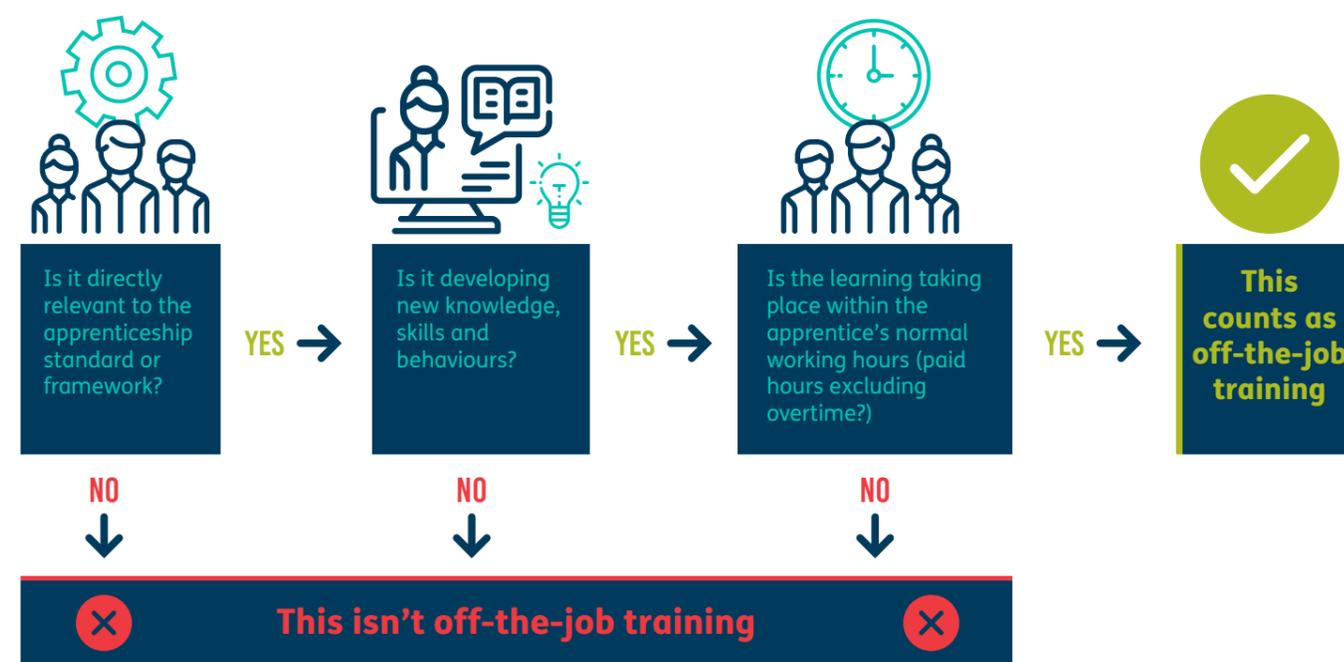
Even after the apprentice has completed their standard and gained their qualification, they may be required to undergo future assessments in order to retain it. Hence, their learning is maintained and developed beyond the End Point Assessment.

# AN INTRODUCTION TO 20% OFF-THE-JOB TRAINING

Off-the-job training is a statutory requirement for any English apprenticeship standard and must account for a minimum 20% of the total training completed by the apprentice.

Off-the-job training is about upskilling an individual to reach full occupational competency, rather than accrediting their existing skills, so off-the-job training must involve the apprentice learning new skills which specifically relate to the knowledge, skills and behaviours set-out by their apprenticeship.

## Steps to help you determine whether an activity counts as off-the-job training



### KEY FACTS

- 1 Off-the-job training must make up at least 20% of the apprentice's normal working hours (paid hours excluding overtime) over the planned duration of the apprenticeship.
- 2 You can deliver off-the-job training in the apprentice's normal workplace or at an external location.
- 3 Progress reviews and functional skills qualifications (English, Maths and ICT/IT) do not count towards 20% off-the-job training.



# FUNDING: APPRENTICESHIP LEVY AND NON-LEVY EMPLOYERS

The Apprenticeship Levy was introduced in 2017 to stipulate the way that apprenticeships are funded.

## Levy-paying businesses

- Businesses with a wage bill of £3million or above are classed as levy paying businesses and must pay the levy. The levy is paid directly to HMRC through the PAYE process.
- The levy is 0.5% of the employer's wage bill including all earnings that are subject to class 1 National Insurance contributions.
- There is a levy allowance of £15,000 per year. So, employers pay 0.5% of their wage bill less £15,000.
- In addition, the government applies a 10% top-up to the funds deposited into the employer's apprenticeship service account. Funds are credited into the Digital Apprenticeship Scheme.
- Employers may transfer funds to other employers through the Digital Apprenticeship Scheme. Transfers can be made to any employer, including smaller employers in their supply chain, and apprenticeship training agencies. Levy-paying employers can transfer up to 10% of the annual value of funds entering their apprenticeship service account.

## Non-Levy paying businesses

- Businesses with a wage bill under £3million are classed as non-levy paying.
- Employers are required to pay 5% towards the cost of training, the government will pay the remaining 95%.
- Employers with fewer than 50 employees may qualify for fully funded apprenticeships for apprentices aged 16-18 at the start of the programme.

## Incentive opportunities for employers

- Funding and incentives are frequently available to employers. In particular, those who:
    - employ an apprentice aged 16-18 at the start of their course (note that a new apprentice enrolling at age 18 can still be funded).
    - employ an apprentice aged under 25 who has an Educational Health Care Plan (EHP) or is in local authority care.
- Our team can help you to obtain any funding that you are entitled to when you invest in an apprenticeship.

We can help you to make sense of the levy and maximise your return on investment. Contact us by emailing [shropshireapps@barnsley.ac.uk](mailto:shropshireapps@barnsley.ac.uk).





# THE APPRENTICESHIP VACANCY AND RECRUITMENT PROCESS

## A STEP-BY-STEP GUIDE



### Step 1: Job description

Creating an appealing job description is the key to ensuring you receive a good number of applicants. Our specialists will need to approve each new vacancy to ensure it meets the requirements of the apprenticeship standard. We work with you to put together a detailed job description and create a vacancy listing for the National Apprenticeship Service (NAS) website.



### Step 2: Apply

Candidates can search and apply for your apprenticeship vacancy via the Barnsley College website Apprenticeship Vacancies page: [www.barnsley.ac.uk/ap-jobs](http://www.barnsley.ac.uk/ap-jobs) or the Find An Apprenticeship page: [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship). We also advertise your vacancy on Barnsley College's social media feeds and on Indeed.co.uk.



### Step 3: Information session

All candidates will be invited to attend an information session with a trainer; bringing with them proof of prior qualifications and a copy of their CV. We will provide an overview of apprenticeship delivery and specifics about their chosen roles.



### Step 4: Interview shortlisting

We will send approved CVs to you and you will then select the candidates you wish to interview.



### Step 5: Skills Analysis Assessment

Prior to enrolment (often as part of the interview stage) we review each candidate's skills against the criteria set-out for the apprenticeship standard that they have applied to study. We confirm that they are eligible to study and prioritise the skills, knowledge and behaviours for their study programme. This ensures that you, the employer, receive the best value from your investment in the apprenticeship, maximises the new skills that the apprentice will learn and supports our collaborative decision-making relating to the duration and cost of the programme.



### Step 6: Employer interview

We take your provided interview date and time slots and we book interviews on your behalf.



### Step 7: Induction

Once you have selected a successful candidate, Barnsley College will arrange an induction date to start the apprentice's journey.

### Step 8: Start apprenticeship!

Barnsley College works with over 1,500 employers and has a great deal of experience in recruiting and training apprentices.

**From your initial enquiry through to the successful completion of your apprentice's training, we'll advise and support you all the way.**

# SHROPSHIRE APPRENTICESHIPS

BARNSLEY COLLEGE

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