



## Apprenticeships FAQs

### What is an apprenticeship?

An apprenticeship involves learning whilst working at the same time. Usually an apprentice will work in their chosen career alongside experienced members of staff to learn the required skills for that job. As well as working an apprentice will learn, usually on a day release basis, attending college to undertake a nationally recognised course.

### What types of apprenticeships are available?

There are around 280 types of apprenticeship for different job roles across approximately 170 different industries. The range is vast and whatever industry you are in there is likely to be some form of apprenticeship available.

### How long does an apprenticeship last?

They should usually be for a fixed term, generally between one and four years. They must be at least 12 months long but can last for as long as is necessary for the individual to learn how to do the job.

### What funding would our company get?

- 16-18 - the course is free to the apprentice and the employer;
- 19-23 - the course is part government funded, and part employer funded.
- 24 plus - currently no funding but this is under review by the government.
- In addition to the above, eligible employers may attract a wage grant of £1,500 to assist in recruiting apprentices aged 16 to 24.

### How much do I have to pay an apprentice?

Apprentices must receive the appropriate national minimum wage, this is currently

£2.73 per hour for 16-18 year olds and those under 19 in the first year of their apprenticeship; £5.13 for 19 and 20 year olds and £6.50 for those aged 21 and over.

### Do I have to employ an apprentice?

In most cases you do and you will need to treat them like any other employee, save in respect of pay (see above). There are exceptions via Apprenticeship Training Agencies who employ apprentices and “loan” them out for training. Usually the apprentice training provider and the employer will enter into an agreement. There are different ways of engaging an apprentice but they will usually be an employee however engaged.

### What is the benefit of taking on an apprentice?

Skills shortages are still one of the biggest threats to UK business. Apprenticeships can help businesses across all industries by offering a route to harness fresh talent and by developing courses that meet your business needs.

If you have trained staff with the skills that you require for the job you have, they should be more suitable for the job and be able to undertake a wide range of tasks and responsibilities - this can help to reduce skill shortages, minimise staff turnover and workplace accidents, and increase productivity. Taking on an apprentice can also be cost effective because your employee can learn while they are working, and the government contributes to the costs of learning.

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### What are my responsibilities?

Employers have a vital role to play in the support of the apprentice. As an employer of an apprentice you will be expected to provide a period of induction within the first week. You will also need to:

- Organise work experience and on-the-job training appropriate to the qualification stated in any agreement and to provide suitable and sufficient information, instruction and training to enable the apprentice to undertake the task given.
- Support the process of training as well as key skill development, where appropriate and, where possible, organise work experience in the context of technical certificates and key skills to achieve within agreed timescales as identified in the 'Individual Learning Plan'.
- Nominate a named work based assessor or recorder (where applicable) and allocate sufficient time to carry out appropriate responsibilities.
- Provide opportunities to demonstrate competence in specific tasks.
- Provide an assessment of progress on a regular basis.
- Help collect evidence in the work they have done.
- Allow access to college assessors and training advisors to support progress towards qualification, through work based assessment and reviews, as required.

### How many hours can they work?

Apprentices can work a minimum of 30 hours up to a maximum of 40 hours per week. They cannot work more than 8 hours per day. (The minimum number of hours may be reduced if the programme is extended.)

### What happens if it isn't working out?

An apprentice is like any other employee and needs to comply with all of your own internal working standards. Equally, if you wish to dismiss an apprentice you will need to ensure that you follow any procedures within your terms and conditions and any other procedures of a disciplinary nature. You need to be careful to make sure you understand the particular type of apprentice arrangement you have entered into as this will determine what rights you and the apprentice have.

If you have any questions or would like further information on apprenticeships, please contact Louise Brenlund on 01622 776405 or email [louisebrenlund@brachers.co.uk](mailto:louisebrenlund@brachers.co.uk).

The information contained in this document provides background information only. The document may be misleading if relied upon as an exhaustive list of the legal issues involved. If any matter referred to in this document is sought to be relied upon, further information should be sought.

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"Its 'highly professional and knowledgeable' team is led by the 'thorough and friendly' Catherine Daw."

The Legal 500

## Meet the team



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