



# eden training

## Apprenticeship guidelines

### What is an Apprenticeship?

An apprenticeship is a genuine job with an accompanying skills development programme. Through their apprenticeship, apprentices gain the technical knowledge, practical experience and wider skills they need for their immediate job and future career.

The apprentice gains this through a wide mix of learning in the workplace, formal off-the-job training and the opportunity to practise new skills in a real work environment.

### Who can be funded?

- No restrictions on prior attainment levels
- Any eligible individual can be funded to undertake an apprenticeship to further their learning and development

### Employment

- The apprentice must have a contract of employment which is long enough for them to complete the apprenticeship
- Apprentices must work enough hours each week so that they undertake sufficient, regular training and on-the-job activity, this is a minimum of 16 hours per week
- Employer must confirm that the apprentice is allowed to complete the apprenticeship

### Rates of Pay (minimum)

- £3.70 per hour 16 to retirement age for first 12 months
- £5.90 per hour 19 years old after first 12 months
- £7.38 per hour 21-24 years old after first 12 months
- £7.83 per hour 25+ years old after first 12 months

### What is off-the-job training?

Off-the-job training makes up 20% of an apprenticeship programme (excluding their English & Maths) and must be directly relevant to the apprenticeship framework or standard; it could include the following;

- The teaching of theory (for example, lectures, role play, simulation exercises, online learning).
- Practical training; shadowing, mentoring, industry visits and attendance at competitions
- Learning support and time spent writing assessments / assignments

### The Apprenticeship Levy explained...

The Apprenticeship Levy is a Government initiative that was originally announced in the 2015 summer budget.

This is being introduced as part of the government's plan to help fund 3 million new Apprenticeships by 2020.

The Levy payment will **only** be paid by employers who have an annual pay bill of £3 million or more, which represents only 2% of UK employers; this is paid via a digital account.

### What is involved?

For those employers, whose annual pay bill does **not** exceed £3 million, there will be no requirement to pay the Apprenticeship Levy.

**Non levy paying employers, with under 50 employees, who recruit an Apprentice aged 16-18 will have 100% of the cost of training and delivery paid by the Government and receive an additional grant of £1000 This is paid 50% at month 3 and 50% at month 12, via Eden Training within 30 days of receiving them.**

**If you have 50+ employees and recruit a 16-18 year old apprentice there will be an employer contribution of £320 per apprentice, you will still receive the £1000 incentive payment as above.**

**Employers of any size, with a pay bill less than £3 million who recruit an Apprentice aged 19+, will be required to contribute £320 towards the cost of training, with the Government contributing the other 90%.**

#### Funding example:

Cost of Apprenticeship	= £3200
Government Funding at 90%	= £2880
Cost of Employer	= £320
Length of programme	= 12 months
Cost to employer per month	= £26.60
Cost to employer per week	= £6.66