

## What would I have to pay my apprentice?

### It depends on age:

- Age 16-18 - A minimum of £3.90 per hour from April 2019 for 30 to 40 hours a week
- Aged 19 or over: national minimum wage (once the first 12 months is completed)

## How long would I have my apprentice for?

### Between one and four years:

- Depending on the level of the apprenticeship, the industry sector and your apprentice's ability.

“ Apprentices, though I like to call them our future professionals' are essential to the running of my business. I could not do without them and would go to the end of the earth to find one!

**Sheena Sanderson**  
Koo Koo Hair Design, Melton



## What qualifications/skills can my apprentice get?

### Your apprentice can work towards:

- QCF - Level 2 (equivalent to 5 GCSEs at grades A\* - C) or grades 1 - 4 or Level 3 (equivalent to 2 A levels)
- Functional skills - for example in English, Maths and ICT (for apprentices who do not have the required grades at GCSE)
- A work related qualification

## Apprenticeship funding

- For more information on Apprenticeship Funding please contact our Business Development team.

## Apprenticeship Levy

- For more information on Apprenticeship LEVY please contact our Business Development team.

## What about the longer term

### When an apprenticeship ends:

You do not have to give your apprentice a permanent job at the end although many employers find they are keen to do so when the time comes. By completing their apprenticeship with you, apprentices stand a much better chance getting another job than young people of the same age with no work experience.

## Interested in knowing more?

### Contact:

Call: **01473 382464**

Email: [apprenticeships@suffolk.ac.uk](mailto:apprenticeships@suffolk.ac.uk)

Post: Suffolk New College, Ipswich, IP4 1LT

- Look on the national apprenticeship website [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)
- Find out about the experiences of current employers & apprentices at [www.suffolkbusiness.org](http://www.suffolkbusiness.org)

Want to add value to your business?

# Employ an Apprentice



# Apprentices can:

- Help businesses grow and make money
- Bring enthusiasm and energy into work and are quick to learn
- Boost the motivation of permanent staff, are loyal and become highly skilled
- Bring new ideas and ways of working

## What Apprenticeships are on offer?

### A wide variety including:

- Accounting
- Beauty Therapy
- Brickwork
- Business Administration
- Carpentry & Joinery
- Catering & Hospitality
- Civil Engineering
- Childcare
- Construction
- Customer Service
- Electrical Installation
- Fabrication & Welding
- Gas Engineering
- Health & Social care
- Hospitality & Catering
- Management
- Materials & Processing Engineering
- Mechanical Engineering
- Hairdressing
- IT Services
- Painting & Decorating
- Plumbing
- Retail
- Teaching & Learning in Schools
- Team Leading
- Light Vehicle Accident Maintenance
- Vehicle Body and Paint

## How do businesses benefit by taking on an apprentice?

### Employers say that:

- They reduce our recruitment and induction costs
- We appoint them to skilled jobs when they've qualified (say 83% of employers taking part in the scheme)
- One in five of us is employing them to help our businesses through the tough economic climate
- They are a cost effective way of growing our own staff
  - They receive training that meets our company standards
  - Ensures we meet our corporate social responsibilities

**Note: Employers who take on a 16-18 year old apprentice only pay their salary. The Government will fund their training.**

## What will Suffolk New College do?

### Help you recruit the right apprentice and then:

- Ensure your apprentice
  - Receives high quality training and
  - Works towards recognised qualifications
- Meet with you and your apprentice to create an individual learning plan
- Work flexibly with you and your apprentice at times and places to suit you
- Provide you and your apprentice with access to the latest 'industry' techniques, knowledge and thinking
- Agree times for your apprentice to attend Suffolk New College
- Provide ongoing support for you and your apprentice

*“ I just wanted to say that we have been extremely impressed with the apprenticeship scheme offered by the college and in particular the support we are given by their assessor. All of the apprentices we have had (four with the College) have stated how they value the support and the friendly manner in which the College encourages them to develop. Suffolk New College has provided a mentor with the skills, enthusiasm and understanding that enables the apprentices to develop. We will certainly continue to use the College to support our apprenticeship programme. ”*

Jane Wallace, Business Manager,  
Wickham Market Medical Centre.