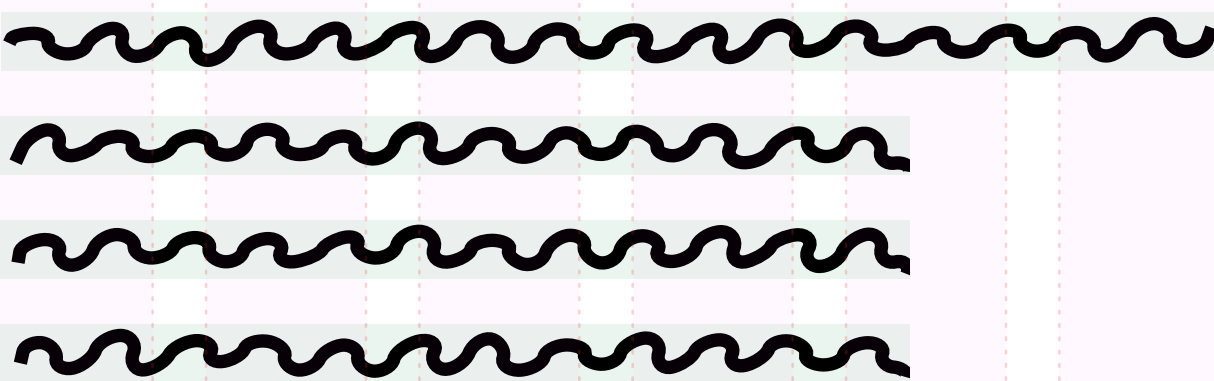




Skills Funding Agency



# Employ an apprentice

Apprentices help you build a workforce that’s motivated, skilled and qualified. Aenean eu leo quam. Pellentesque ornare sem lacinia quam venenatis vestibulum. Donec sed odio dui.

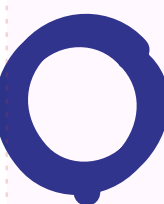
Estimate your funding >

- Know what a standard is
- Your responsibilities
- Know the typical timeframe
- Understand roles of parties involved
- What to expect from your provider
- What to expect from your apprentice
- What to expect from government

Before you start

## How hiring works?

There are **six steps** to hiring an apprentice



### Choose an apprenticeship standard

A standard is a list of the skills that apprentices will have once they’ve completed their apprenticeships.

Every job role has a different standard.



### Apply for funding

The government will partly fund your apprenticeship.

The **amount of funding depends on the apprentice’s age and the size of your business**, among other things.



### Find a training provider

Training providers are colleges or other organisations that carry out your apprentice’s training.

Some providers train apprentices at a campus, others will travel to you.



### Recruit your apprentice

Apprentices can be someone you already know, or someone new.

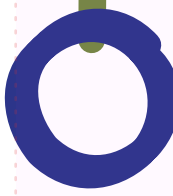
Depending on factors like which standard you choose and where you’re based, **your apprentice could join you within a few weeks**.



### Start the apprenticeship

As an employer you’ll have to agree to some [simple terms and conditions](#).

They include asking your apprentice to sign an agreement, and **meeting national minimum wage laws**.



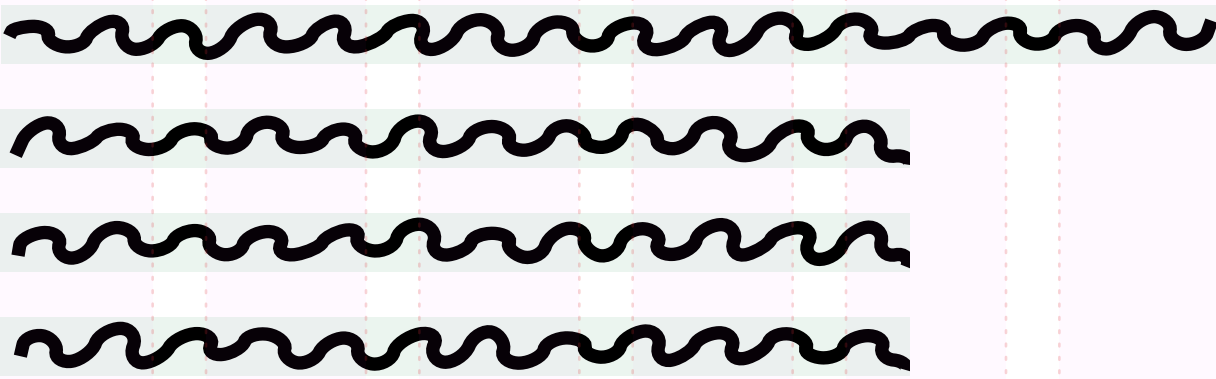
### Complete the apprenticeship

Apprentices must be assessed during their programme.

Your training provider will find an assessment organisation for you, or you can look for one yourself.



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# Employ an apprentice

Find out how much funding you're entitled to by searching for your apprentice below.

Which job title would your apprentice have?

(Different apprenticeship standards are funded differently)

What is your businesses postcode?

We will help you find providers close to your area

Do you have 50 or more employees?

Small businesses are entitled to more funding

☒ Yes

☐ No

Do you consider herein apprentice under 18 years old

Hiring younger apprentice may mean more funding

☒ Yes

☐ No

☐ Not sure

Search >

## Find out more

[Know what a standard is](#)

[Your responsibilities](#)

[Know the typical timeframe](#)

[Understand roles of parties involved](#)

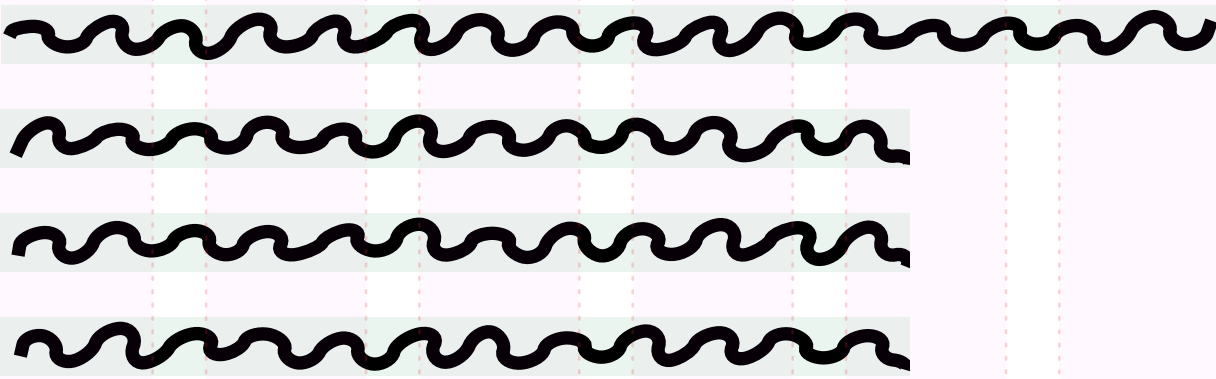
[What to expect from your provider](#)

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# Employ an apprentice

Find out how much funding you're entitled to by searching for your apprentice below.

**Which job title would your apprentice have?**

(Different apprenticeship standards are funded differently)

Carpenter

Carpenters and joiners  
Elementary construction occupations

**Do you have 50 or more employees?**

Small businesses are entitled to more funding

☒ Yes

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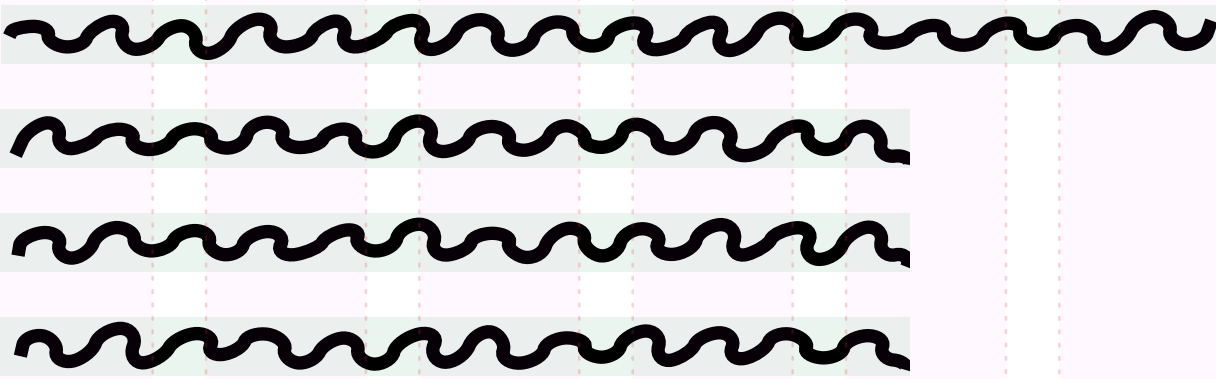
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# Your search results

12 standards found matching your search: “accountant”

[refine search](#)

## [Apprenticeship standard for advanced carpentry and joinery](#)

Curabitur blandit tempus porttitor. Lorem ipsum dolor sit amet, consectetur adipiscing elit.

3 providers near M3 5PP

[View providers](#)

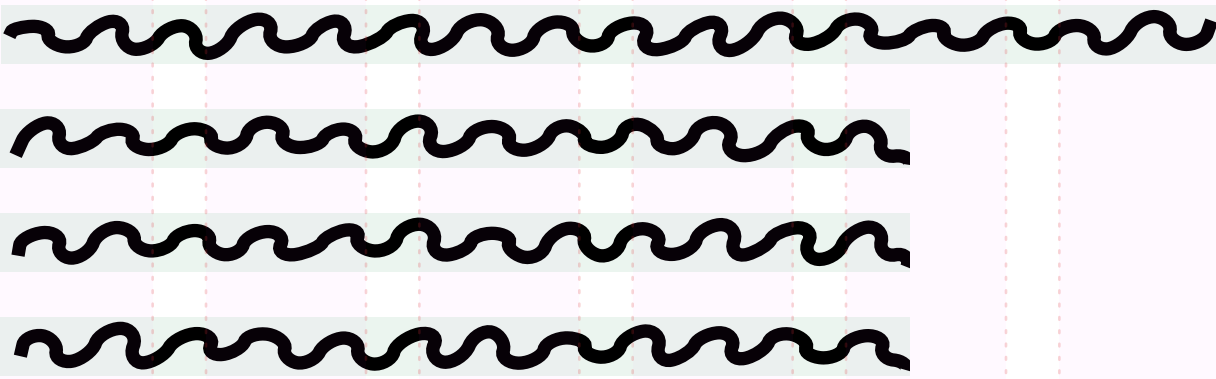
## [Apprenticeship standard for a craftsperson](#)

## [Apprenticeship standard for carpentry and joinery](#)

## [Apprenticeship standard for a building services engineering craftsperson](#)



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[Hire an Apprentice](#) > Responsibilities of employer

# Employ an apprentice

[Estimate your funding >](#)

## Your responsibilities as an employer

When you hire apprentices, you’re agreeing to provide:

- meaningful work
- a salary
- time to train
- a contract
- an apprenticeship agreement

### Pay and conditions

You must pay your apprentice at least £2.73 an hour.

If they’re 19 or older and have completed their first year, they’re entitled to national minimum wage.

### Training

Apprentices need paid time off for training.

This may be one day a week, or blocks of several days at once.

### Hours

Most apprentices spend at least 30 hours a week with their employers.

They should be able to complete their apprenticeship inside their contracted hours.

### Find out more

[Know what a standard is](#)

[Your responsibilities](#)

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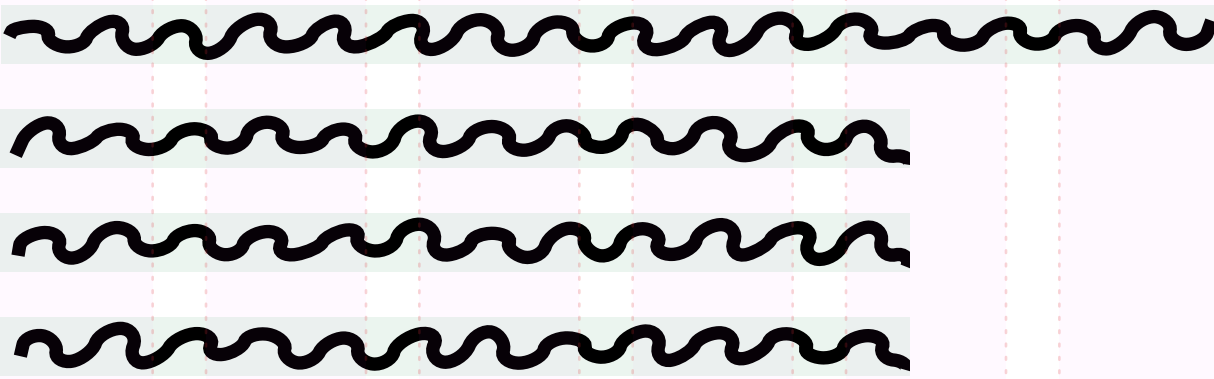
[What to expect from your provider](#)

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[Hire an Apprentice](#) > Responsibilities of employer

# Employ an apprentice

Estimate your funding >

## What to expect from your apprentice

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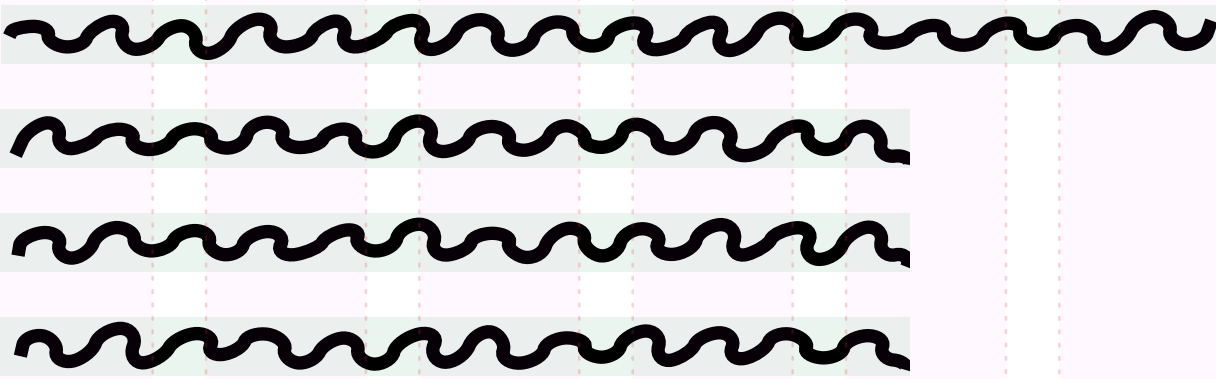
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[Hire an Apprentice](#) > Responsibilities of employer

# Employ an apprentice

Estimate your funding >

## Understand roles of the parties involved

### An employer

As an employer, you'll choose an apprentice and work closely with them.  
[What are your responsibilities??](#)

### An apprentice

Apprentices divide their time between working and training.  
[What to expect from your apprentice?](#)

### The government

Our main role is to provide funding and incentive payments.  
[What to expect from the government?](#)

### Training providers

Training providers teach apprentices the skills listed in apprenticeship standards.  
[What to expect from your training provider?](#)

### Assessment organisations

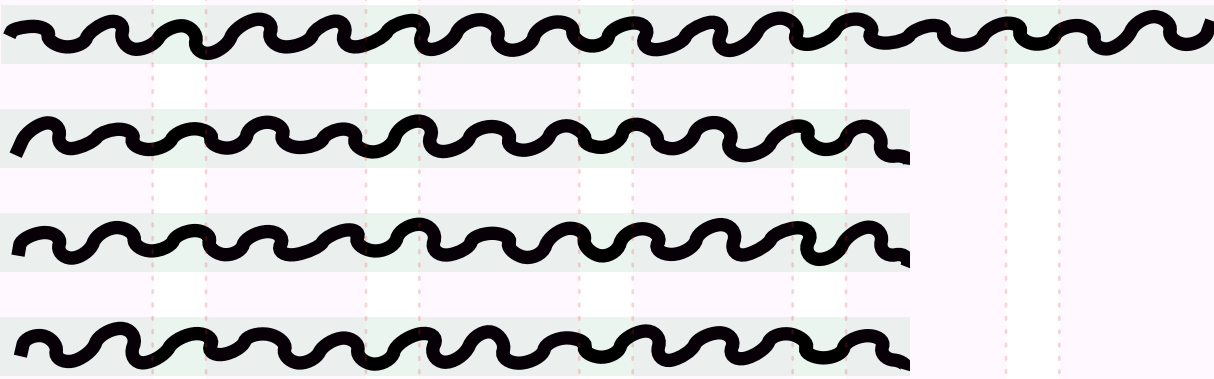
Assessment organisations test apprentices on what they've learned.  
For more information about assessments speak to your training provider.

### Find out more

- [Know what a standard is](#)
- [Your responsibilities](#)
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[Hire an Apprentice](#) > Responsibilities of employer

# Employ an apprentice

Estimate your funding >

## What to expect from the government

Our website can help you find:

- a training provider
- a standard
- an apprentice

### Funding

You may be entitled to government funding and incentive payments.

To estimate how much use the [funding calculator](#).

### Find out more

[Know what a standard is](#)

[Your responsibilities](#)

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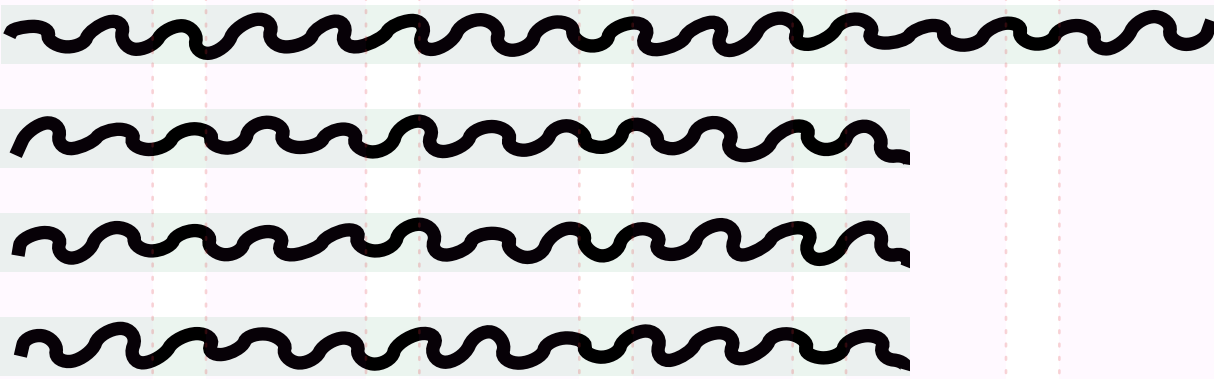
[What to expect from your apprentice](#)

[What to expect from government](#)





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[Hire an Apprentice](#)

> [Responsibilities of employer](#)

# Employ an apprentice

[Estimate your funding >](#)

## What to expect from training provider

Your training provider can make it easier for you to employ an apprentice.

### Lead providers

If you're using several providers, you'll choose one of them to become the lead.

Lead providers carry out important jobs like managing payments.

### Recruitment

Training providers often handle all or part of the recruitment process.

They can:

- advertise vacancies, by writing adverts or sending templates
- shortlist candidates for interviews
- contact candidates after interviews
- register apprentices

Some providers charge for these services.

### Assessment

Your training provider will work with you to choose an assessment organisation.

### Payments and funding

All apprenticeship funding is routed through your lead provider.

Your lead provider will:

- tell you whether you're eligible for incentive payments
- pass incentive payments to you
- send information about your apprenticeship to us
- pay training providers on your behalf

### Find out more

[Know what a standard is](#)

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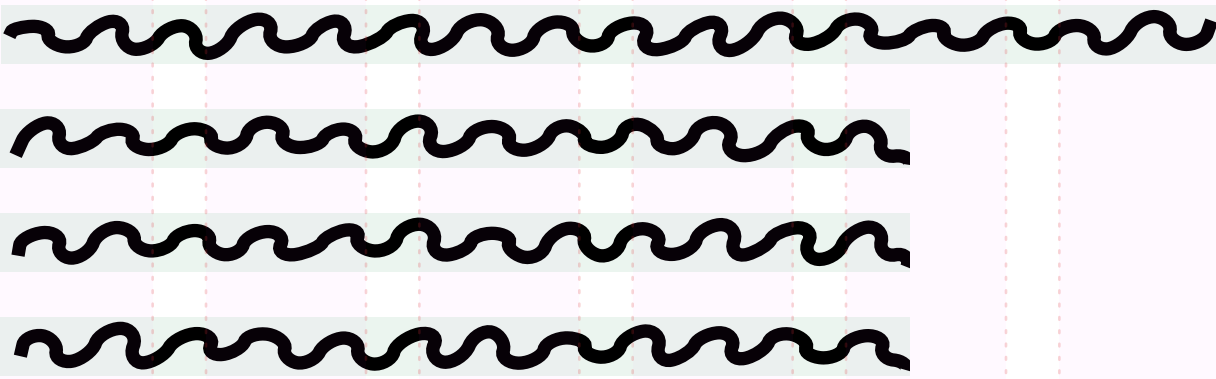
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# Employ an apprentice

[Estimate your funding >](#)

## How to choose a standard

Standards show the skills apprentices will learn during their apprenticeships.

To see what’s available read the list of apprenticeship standards.

### How standards are delivered

Providers may visit you to carry out training, or ask your apprentice to go to them.

You don’t have to choose a local training provider or one you’ve used before.

### What can you deliver yourself?

You can carry out training in-house, but it could affect your funding.

You can also assess your apprentice yourself, but you must:

- do it impartially
- involve a third party
- provide supporting evidence like employee records

### Find out more

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