



HIRING AN APPRENTICE



What is an apprentice / Apprenticeship?

An apprenticeship is a programme of bespoke tailored development based around an individual; providing them with the knowledge, skills and behaviours to become an advanced practitioner and excel in their field. Although each apprenticeship is built around a job role and an organisation, we offer a range of pathways and options to enhance their career enabling them to grow for the future. It is flexible and exactly what you need, at least it is if you let us design it with you.

What is required?

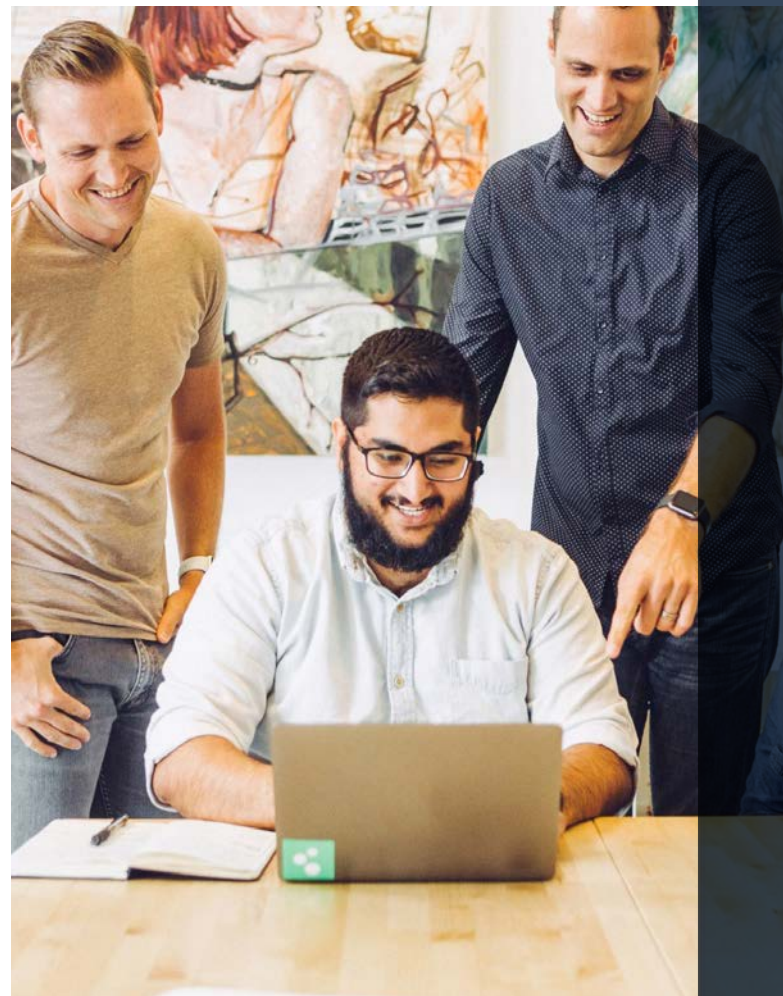
A job role, with a job description in relation to the standard that you wish your apprentice to train. Each apprenticeship has a list of knowledge, skills and behaviours relating to duties that they would be expected to perform.

What is expected from an employer, manager or mentor?

Support, guidance, training in relation to the organisation and its processes/procedures. Encouragement and motivation, monitoring of the planned training and progress.

Regular feedback, working with us to plan the training and the support required.

Attendance of a regular review with the apprentice and tutor to discuss planning and progress. Additional guidance can be found in our support an apprentice document.





What about hours, wages, holidays and sickness?

Wages are a common question, obviously the more attractive the salary the more applicants you will attract however the rules around apprenticeship wage are updated annually and you should refer to <https://www.gov.uk/national-minimum-wage-rates>

Hours – We recommend an apprentice works between 30 and 40 hours a week (allowances and adjustments can be made for those on lower hours).

However, if you hire an apprentice under the age of 18 they cannot work more than 8 hours a day or 40 hours a week.

They must also have:-

- A 30-minute break if their working day is longer than 4.5 hours
- 12 hours' rest in any 24-hour period in which they work (for example, between one working day and the next)
- 48 hours' (2 days) rest taken together, each week or – if there is a good business reason why this is not possible – at least 36 hours' rest, with the remaining 12 hours taken as soon as possible afterwards

Records must also be kept of young workers hours.

You must offer apprentices the same conditions as other employees working at similar grades or in similar roles. This includes:-

- paid holidays
- sick pay
- any benefits you offer such as childcare voucher schemes
- any support you offer such as coaching or mentoring



Performance and Reviews

We recommend regular 1 to 1 support/ reviews with your apprentice to ensure motivation, performance and off the job training is planned and completed.

Alongside this you will be invited to a tripartite review (employer, apprentice and tutor. These will be planned with you to ensure your attendance is possible.

Contract length

The contract length needs to cover the duration of the apprenticeship including the end point assessment period. Please discuss this with your customer liaison executive to find out the length of stay.





Off the Job learning hours – 20%

The off the job training is a legal requirement of the apprenticeship, The 20% is a funding requirement.

It is down to you as an employer how this will work for you as an organisation, 1 day a week 2 ½ days. 2 days one week and none the next. The training and learning must be in relation to the standard and the role they are learning. There are many examples of what this can look like and we can help you plan this.

As a brief overview, Learning sessions with us at MBKB, Mentoring, Online learning, Reflection and workplace diaries, work shadowing, research tasks, Internal learning or training, webinars, project work, 1 to 1 reviews with a manager.

Please see out 20% guide for more information



Functional skills requirements

All apprenticeships required some level of Maths and English to be able to progress onto an endpoint assessment. This is a mandatory requirement and can only be removed if an apprentice has already completed the courses at an equal level such as a GCSE in Maths and English.

For an up-to-date list of what can be accepted please visit this link -

<https://www.gov.uk/government/publications/english-and-maths-requirements-in-apprenticeship-standards-at-level-2-and-above>

Safety and safeguarding requirements

We do a full onboarding process with all our employers regardless of the apprentice's age. This includes questions on health and safety, equality, safeguarding and prevent. Don't worry if you don't know the information because our team can support you if required!

However further information is required for those under the age of 18.

We request that you complete a risk assessment to ensure that these apprentices are supported and supervised appropriately. This will be sent to you for completion with the apprentice.



Our recruitment processes

We can support you in recruiting your apprentice and as long as the apprentice enrolls with us for their training the service is free!

Our Customer Liaison team will discuss your arrangements and support you in the process. We will need a specific document completing for us to advertise, this includes everything we need to know about the company and the role.

We can advertise in several ways:-

- Through the National apprenticeship service
- Social Media
- Our Own website

Candidates can either apply to us or directly to you.

If the candidates apply to us, we will pre-screen them based on your requirements and then forward the best applications to you.

You can either then arrange interviews or we can do that for you, Interviews can take place in person or online.

How can you support – Ensure we have all the information and specific requirements.

We will manage your expectations; some vacancies fill quicker than others so planning is key. Share your social media details with us so that we can add your organisation to the adverts.

Want to know more?

Get in touch with us and let our awesome team design your training solution, the way you need it.



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