



Lancaster &
Morecambe
College

Celebrating 200 Years of Learning

Employers Guide to

Apprenticeships

at Lancaster & Morecambe College





Why Choose LMC?

Our dedicated team will work hard to help you recruit the best apprentice for your business. We take pride in our apprenticeship programmes and will provide the training and support necessary to enable your apprentice to become an asset to your business. Apprenticeships are also an excellent way to up-skill existing employees and we offer an excellent range of apprenticeships that can be delivered in the work place.

Added value

- A dedicated, professional team of staff and industry-led Trainers.
- Excellent levels of advice, support and guidance for both you and your apprentice.
- A free recruitment service to help source motivated and enthusiastic candidates wishing to both gain qualifications and employment.

What is an Apprenticeship?

Apprenticeships are an exciting option for both apprentice and employer. You can employ apprentices at different levels, from school leavers and university graduates, to people who want to further their careers or change career direction completely. You can hire someone new or upskill an existing employee. As an employer, you can get funding from the government to help pay for apprenticeship training.

An apprentice will work alongside experienced staff in the workplace to gain hands-on experience and the skills needed for their chosen career. Apprentices will be required to work typically 30 hours per week and will study the relevant theory to complement their practical experience. This will help the apprentice gain the skills, knowledge and behaviours required for their chosen pathway and may potentially enable them to achieve other nationally recognised qualifications such as NVQ Certificates or Diplomas. Apprenticeships will normally last anywhere between 12- 36 months with higher level apprenticeships taking longer.

Levels of an Apprenticeship

Apprenticeships at LMC are currently available from level 2 up to level 5 and will offer progression opportunities.

	Level	Equivalent education level
Intermediate	2	GCSE
Advanced	3	A level
Higher	4 & 5	Foundation degree and above

What are the requirements?

Anyone living in England, **aged over 16** and not in full-time education can apply to become an apprentice dependant upon national funding guidance. You can also upskill existing employees with an apprenticeship.

Entry requirements do vary between courses and the level of study. If the apprentice is aged 16-18 at the start of the apprenticeship and **does not already hold GCSE A*-C/9-4** or equivalent, they will have to study **Functional Skills in English and Maths** alongside their apprenticeship. Some apprenticeships **require a Maths & English qualification** before they can commence on programme. If the apprentice is aged 19 or over at the start of their apprenticeship, the study of Maths and English is at the employer's discretion.

As part of the application process, all applicants, regardless of age, will undertake an **initial assessment for Maths and English**. If you they do not hold formal qualification a full Maths and/or English diagnostic assessments will be carried out under exam conditions to determine their suitability.

Employer responsibilities?

These responsibilities may include, but are not limited to:

- Paying your apprentice an agreed upon wage (must at least meet the National Apprenticeship Minimum Wage) **gov.uk/national-minimum-wage-rates**
- Providing employment and the necessary training for the duration of the apprenticeship.
- Allowing off-the-job training.
- Releasing the learner to attend training sessions if required.
- Providing a safe workplace.
- Showing commitment to equal opportunities.
- Providing a written contract of employment and induction programme.
- Providing a suitable member of staff to undertake the role of a mentor, tutor or witness to the learner's competence.
- Attending learner progress reviews.
- Releasing the learner to attend the functional skills training if required.
- Appoint a safeguarding lead.

Off the job training

Off-the-job training is defined as learning which is undertaken outside of the normal day to day working environment and leads towards the achievement of the apprenticeship. This can include training that is delivered at the apprentice's normal place of work but must not be delivered as their normal working duties. Apprentices must spend at least 20% of their working hours completing 'off-the-job' training. This is protected time and is a legal requirement for apprenticeship delivery.

apprenticeships.gov.uk/employers/training-your-apprentice





How do I enrol an apprentice?

If you or your business would like to enrol an apprentice then please call our Employer Engagement Team now on **01524 521483** or email **employerengagement@lmc.ac.uk**

This is your first step towards hiring an apprentice, the following information will provide you with a step-by-step guide.

1. Contact the Employer Engagement Team
 2. Completion of our Vacancy form – Recruit an apprentice. This will enable us to learn exactly what you're looking for and ensure we match the right candidates to the right apprenticeship **[Apprenticeship Vacancy Form \(office.com\)](#)**
 3. Register for an account on the Digital Apprenticeship Service.
gov.uk/sign-in-apprenticeship-service-account
 4. We will offer you potential apprentices, screened and selected, for your vacancy and consideration (at this stage, you may wish to begin interviewing candidates with a view to making a job offer).
 5. A Health & Safety appraisal (issued by LMC) must be completed by the employer before any apprentice starts.
 6. Once you have interviewed and selected a suitable candidate and your offer is accepted, we will arrange a sign-up meeting to complete additional documents and enrol the learner onto the apprenticeship programme.
 7. Apprentice enrolled and on their exciting apprenticeship journey with you!
- If you are looking to up-skill an existing staff member through an apprenticeship, the same process will apply, with the exception of the need to carry out interviews.

Responsibilities relating to your Apprenticeship journey

Our responsibility

- Provide help and advice on planning workplace training and learning activities for the apprentice.
- Provide appropriate Skills academy sessions to support the skills that the apprentice is developing in the workplace, in order that they can achieve their qualification and Apprenticeship Standard.
- Keep both apprentice and Line Manager fully engaged in regular 8 weekly progress reviews of apprentice progress against all aspects of the Apprenticeship.

Employer responsibility

- To help apprentices develop their knowledge, skills and behaviours by providing a wide range of learning and training opportunities within the workplace.
- Allow apprentices to attend off-the-job training sessions at the agreed times.
- Help apprentices to put into practice what they have learnt during off-the-job training sessions.
- Give apprentices time in the workplace to complete required college work.
- Initiate a meeting with us if you have any concerns about any aspect of the training delivery.

Apprentice responsibility

- Attend all on and off-the-job training and appointments made with the Trainer or provide adequate notice should an appointment need to be cancelled.
- Co-operate with the Trainer in meeting targets set out in the Individual Learning Plan.
- Promptly notify the Trainer should any problems occur which may hinder progress toward completion of the Individual Learning Plan.

Health & Safety

All employers should take all the necessary steps to ensure the health, safety and welfare of all persons participating in training is of the same standard as the company is required to do in relation to its employees under current Health and Safety legislation. Basic health and safety documentation and safety arrangements should be in place and monitored. These include employer liability insurance, accident book, first aid facilities, fire precautions and where appropriate risk assessment and safety policies.

Our responsibility

- Using competent staff to verify that you can provide a healthy, safe and supportive learning environment by conducting a health and safety appraisal.
- Provide a safe and healthy working environment for apprentices at all times during off-the-job training.
- Provide health and safety training for apprentices to raise their awareness of hazards in the workplace.
- Check apprentices' understanding of health and safety risk awareness.
- Investigate any accidents involving apprentices within the workplace and agree preventative action.

Employer responsibility

- Ensure the health, safety and welfare of apprentices and bring your policy statement to their attention.
- Comply with health and safety legislation.
- Provide initial and ongoing health and safety training in the workplace for apprentices.
- Assess the risks to which apprentices are exposed at work and apply the general principles of prevention.
- Report any accidents involving the apprentice immediately to the Trainer and allow investigation of the circumstances.

Apprentice responsibility

- Follow all safety procedures, policies and systems to maintain a positive safety culture.
- Ensure all accidents, incidents and near misses are reported to your line manager.
- Act in a safe and reasonable manner at all times.
- Follow the correct safety procedure in each task performed to ensure safe practices are adhered to.
- If unsure of any safety procedure, seek advice from supervisor/manager.

Apprenticeship Funding

All employers

- To help support and incentivise apprenticeships, the government will make a payment of £1000 should you hire an apprentice aged between 16-18 or an apprentice aged 19-24 who has previously been in care.
- Other grants may be available to support employers hiring apprentices. Please ask the Employer Engagement team for further information.

Levy Paying employers

- If you are a business with an annual payroll exceeding £3 million, then you will be required to pay the apprenticeship levy.
- The amount payable will be 0.5% of your total payroll and is taken through your monthly PAYE payments.
- You will be required to use your levy funds to pay 100% of the training costs for an apprentice, regardless of age.
- The government will provide you with a 10% top-up to your monthly funds entering your Digital Apprenticeship Service Account (DAS). These funds can then be spent on apprenticeship training through an approved provider such as Lancaster & Morecambe College.
- You will have 24 months from the moment your levy funds enter your DAS account to spend it on apprenticeship training before they will expire. Although this process is automatic, you will be reminded and given plenty of notice to spend these funds before expiration.

Non-Levy Paying employers

- If you are a business with an annual payroll less than £3 million, then you will not be required to pay the levy.
- If you employ an apprentice aged 16- 18, the apprenticeship training will be 100% government funded. However, you will still be required to pay the apprentice a salary,
- If your apprentice is aged 19 or over you will pay 5% of the training fees. However, if you hire an apprentice aged 19-24 who has previously been in care, the government will provide 100% of their funding.



Safeguarding Commitment

The following are key points that you should be aware of and agree to maintain whilst the learner is with you. This applies to all learners but particularly young learners (under 18s) and vulnerable adults.

- Provide a safe environment for the learner.
- Allocate a supervisor who will be responsible for the learner and ensure they know who to speak to if they have a problem/concern.
- Ensure the supervisor is aware of their responsibility to the learner's safety and wellbeing.
- Identify risks and put control measures in place to minimise any risk of injury.
- The learning environment demonstrates the shared values and remains free from discrimination, inequality and any actions that are detrimental to the learner's safety and wellbeing.
- Treat all employees fairly, with dignity and respect.
- Contact LMC if you have any concerns or if the learner is involved in a serious incident or accident.

LMC Shared Values

In our communities, values are what help us all to belong and work together in a modern society.

At LMC we have a simple set of values which closely mirror the fundamental British Values in line with the National Prevent Duty for education and training organisations.

They are:

- **Collaborative • Inclusive • Aspirational**

British Values

LMC supports British Values which align with its own Respect Agenda. British Values are:

- **The rule of law**
No one is above the law
Laws protect everyone
Innocent until proved guilty
- **Democracy**
Your Opinion Counts
- **Respect and Tolerance**
All backgrounds and cultures
All Ages
All genders and sexualities
All religions and beliefs
- **Individual liberty**
Freedom of speech

LMC expects you to abide by these values and provide a safe and inclusive place to learn and work.

Useful Links

For additional information refer to the following website:- educateagainsthate.com

For further information:

Please contact our Employer Engagement Team

Employerengagement@lmc.ac.uk • 01524 521483

Please scan here for a full list of our Apprenticeship courses

**[lmc.ac.uk/courses/
apprenticeship](https://lmc.ac.uk/courses/apprenticeship)**



Please scan here for further information on hiring an Apprentice or to complete an enquiry form

**[lmc.ac.uk/employers/
hire-an-apprentice](https://lmc.ac.uk/employers/hire-an-apprentice)**



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