

Subject: Understanding Apprenticeships - All You Need To Know

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Norfolk County Council



ADULT LEARNING APPRENTICESHIPS



Join our monthly Q & A

Following on from the success of our virtual business Q & A sessions throughout National Apprenticeship Week, we are pleased to announce that we are launching a brand-new monthly employer support forum along the same lines of the previous Q&A sessions. Our monthly sessions will be held virtually on the last Thursday of every month at 2pm, and we welcome all businesses, large or small from all sectors. The sessions are an informal opportunity for you to learn more about how an apprenticeship can benefit your business. In them we talk about:

- What is an apprenticeship
- The apprenticeships we offer
- Are you paying into the levy?
- The benefits of employing an apprentice
- How to recruit an apprentice

We would be delighted if you could join us, our first session will be held at 2pm on Thursday April 29th. We would really love the opportunity to meet you and answer any questions you may have regarding

apprenticeships so we hope you can join us. Even if it is just a catch up with us if you have worked with us before. You can also find details of the events on the Norfolk Chamber of Commerce website. Please see the below Teams link to attend.

[Click here to join the meeting](#)



Apprenticeship Success

This month we would like to showcase a recent learner who completed her Customer Service Practitioner Level 2 Apprenticeship. Tasha began her study in November 2019 and has overcome so many hurdles, especially those caused by COVID and the closing of the library in the first lockdown. Since returning to the library in July, she has been determined to develop her skills and challenge herself. She has had to adapt to new ways of working and worked hard on developing skills and behaviour to deliver face to face customer service. As a result of her hard work, her portfolio work was excellent. She has been able to stay on track during the second lockdown, using past experiences to help cope with the uncertainty COVID brings.

She has now completed her apprenticeship and sailed through her End Point Assessment with a distinction! However, we must not forget the hurdles she had overcome to get there. In her own words, in one of her progress reviews she stated: *"I found it difficult working from home, likely exasperated by my difficulties which makes me significantly resistant to sudden changes in routine"*. This evidenced her challenges and the personal barriers that she had to overcome to get to where she is now.

Tasha and her assessor Katie Brown built a close, trusting relationship which really assisted in getting her to where she is now. As a result of her dedication to overcoming her personal barriers we were delighted that she won last term's Incredible Journey Award; this really was the icing on the cake for her journey.

Katie was delighted and stated that she was so proud of Tasha and how far she has come.



Extension on funding, news from the ESFA

Since the end of the first lockdown in the UK in July 2020, the government announced incentive payments for employers who hired apprentices between the 1st August 2020 and the 31st January 2021.

The Government's Apprenticeship incentive scheme has seen another change and it is a positive one. From the 1st April 2021 employers will receive £3,000 for new employees of any age who start their apprenticeship from 1st April 2021 to 30th September 2021.

These incentives are just what the doctor ordered regarding jump starting not only the UK's apprenticeship recruitment but opportunities for employers to get involved in apprenticeships for the first time. You can apply for incentive payments for these apprentices from 1st June 2021.

What you can use the payment for?

These payments are intended to act as support for a company's potential expenses for a new apprentice. This could include uniforms, travel costs or their salary. It does not have to be paid back and it is paid after 90 days and 365 days in two separate payments. The method to claim is easy and via The Apprenticeship Service (TAS) account that you create. (Have you got yours set up yet? If not we can support you in this). You provide your bank details when requested and it is paid via Bacs. Easy!

Eligibility

You can apply for any new apprentices who joined your organisation between 1st August 2020 and 30th September 2021. This incentive is only available for new recruits and not existing staff. You can find further guidance at the .gov website link below or just contact us, and we will be happy to talk you through it.

[ESFA incentive payments guidelines](#)



Apprenticeship Wage Guidance

Adult Learning is one of many providers in the country working with the HMRC to ensure that all apprentices are being paid the correct minimum wage. Recent research has revealed that there is still uncertainty amongst employers, and we would like to communicate with you what the guidance states regarding paying apprentices. We have provided a table below which is correct as of 1st April 2021. It clearly states what the minimum age requirements are depending on the age and stage of your apprentice on their course.

Age	Minimum Hourly Wage
16-18	£4.30
19+, in year 1 of your apprenticeship	£4.30
19+, in year 2+ of your apprenticeship	£6.56
21+, in year 2+ of your apprenticeship	£8.36
25+, in year 2+ of your apprenticeship	£8.91

To summarise. The minimum pay for any apprentice is £4.30 for at least the first year. If they are over 19, then you need to increase it to £6.56 once they enter the 2nd year of their course. There are also changes for over 21 and over 25 year olds.

We would like to extend an invite to reach out to us if you feel you would like some guidance on the apprenticeship wage requirements. If you would like to research the current wage guidance you can click on the link below which will take you to the .gov website.

[Apprenticeship Wage Guidance](#)



Contact Us

Apprenticeship Recruitment Consultants Anthony and Grace are on hand to answer any queries or have an informal chat at a time that suits you. Please contact us via:

- Email: al.apprenticeships@norfolk.gov.uk
- Phone: 01603 638002
- [Facebook](#)
- [Twitter](#)

The UK's roadmap is in full swing as we all continue to do our bit to keep ourselves and each other safe. Follow government guidelines and remember 'hands, face and space'.

Grow more, be more, hire an apprentice.

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