

With hints and tips on how to support your apprentices.

## Apprenticeship Funding

Employers with a pay bill of more than £3m are required to pay into the Government Apprenticeship Levy. Employers who do not pay into the levy are able to access funding for up to 10 apprentices for free. If the apprentices are aged 19+ you will share the cost of the apprenticeship with the government. (This is 5%)

You access this funding through your online Apprenticeships Service account prior to enrolling your apprentice. Ask us for help if you do not already have an account.

If you are required to contribute towards the cost of your apprentice, these costs may be supported by larger companies who pay into the government apprenticeship levy scheme. Transferred funds can be used to pay 100% of the training costs saving you the 5% co investment payment. We have been working closely with WMCA to make use of the **Levy Transfer Scheme**. Ask us for **more details**.



Are you a member of citb? If you intend to take on apprentices every year then it would be worth joining to take advantage of the grants available to you.



Andy Street went to meet some of our McDermotts apprentices at Coventry Academy who have been supported through the WMCA levy transfer scheme

## Funding Incentives

The latest information on eligible funding

### Grants for Construction Companies

CITB grants contribute to the cost of training and qualifying your workforce in construction related subjects across the three following areas:

- Apprenticeship grants - £2,500 per year and £3,500 on achievement
- Short course grants – up to £120 per course
- NVQ grants - £600 paid on achievement
- Longer qualification grants – HNC/HND £1,125 per year and £1,875 on achievement
- Skills and training fund – up to £10,000 for companies with up to 99 employees. Up to £25,000 for companies with 100 to 249 employees

To register with CITB click here:

[Construction Employers Registration for Grants & Funding - CITB](#)



If you would like to find out more email [Emily.Humphrey@salutem.co.uk](mailto:Emily.Humphrey@salutem.co.uk)

### Other funding incentives

The latest updates

If you recruit an apprentice aged between 16 and 18 you will be eligible to receive a £1,000 payment.

### When is this paid?

The latest updates

You will receive £500 after 90 days and a further £500 after twelve months

### How is this paid?

The latest updates

This payment is made to Salutem who pass it directly on to you.



## Some common myths about off the job training

**MYTH** My apprentice will spend a lot of time away from the workplace

**FACT**

- Apprenticeships are about upskilling and off the job training takes up 20% of the contracted hours of your apprentice
- Research has revealed that employers who invest in off the job training see higher productivity and apprentices feel valued
- Off the job training is ADDITIONAL to your apprentices normal duties and must include NEW knowledge, skills and behaviours specifically relevant to the apprenticeship
- As an employer you may already have existing training programmes or materials you can use to deliver elements of the apprentice’s off the job training such as dumper and roller or cable avoidance training

**MYTH** Off the job training must be delivered by a provider in a classroom, at an external location

**FACT**

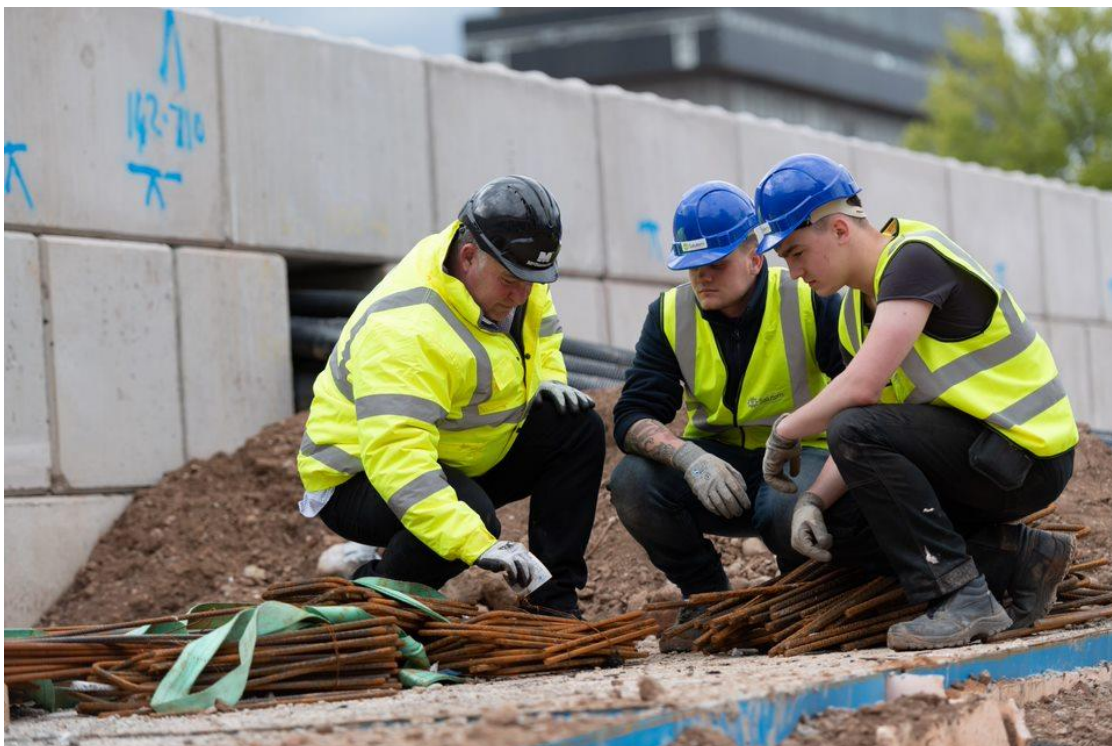
- Training can be at your apprentice’s usual place of work, or at another external location and it may include theory, practical training and assignments.
- It can be delivered flexibly – as part of each day, one day a week or in block release.

**MYTH** Off the job training can be done in the apprentice’s own time



**FACT**

- All off the job training takes place within the apprentice’s normal working hours



## Wider Learning

### What is it and why are we doing it?

We are required by government directive to make sure that the apprentice and their employers are aware of:

- Safeguarding, including Prevent which is reducing the threat from terrorism by stopping people from becoming radicalised and supporting terrorists
- Health and wellbeing including mental health support
- Equality and diversity

As an apprentice employer you have a responsibility and a duty of care to keep your apprentices safe.

In June 2021, Ofsted published a review of sexual abuse in schools and colleges that focused on the prevalence of peer on peer sexual harassment and sexual violence including online, in their lives and the lives of their peers.

## What is off the job training?

The following activities can contribute towards off the job training

**Theory**

Classes and workshops, online learning and webinars, reading and research

**Practical Training**

Job shadowing, mentoring, attending meetings, industry visits, events and competitions, visits to different departments.

**Learning Support Time**

Writing self-assessments, writing assignments, reflective accounts, revision, exam preparation, one to one tutorials.



## How best to support your apprentices



Work with us to recruit and attract the best possible talent for your apprentice scheme.

We like to work very closely with our apprentice employers to ensure we recruit students who are willing and capable of completing the classroom element of the apprenticeship.

We attend lots of local jobs fairs to promote your vacancies and can send you quality applicants to interview.

Provide real experiences and a productive work programme with regular opportunities to access, develop and evidence development of the knowledge, skills and behaviours required to meet the standard.

Allow apprentices to attend training at Salutem

Contribute to progress reviews and offer intervention and support if issues are identified

Work with Salutem to choose your End Point Assessment Organisation

Ensure that the apprenticeship lasts for a minimum of 12 months and that the apprentice is employed for the duration including the time required for the EPA

Confirm that the apprentice is occupationally competent when they reach gateway.

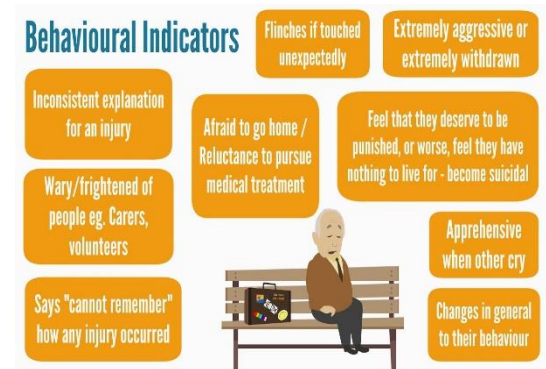
## What should you do if an apprentice talks to you about sexual abuse?

Listen carefully and take them seriously

Reassure them that they have done the right thing by talking to you

Confirm that it is not their fault

Contact Gemma Kemp, the Salutem Designated Safeguarding Lead for further advice



Arif Ali and Elliot Adams from JA Burke recently completed their EPA and Elliot is our first student to gain DISTINCTION

## What is End Point Assessment?

Salutem delivers the knowledge, skills and behaviours for the standard and provides continuous assessment and monitors their progress by reviews and the Qualsdirect online portfolio. They provide employer updates and support the completion and recording of the 20% off the job training requirement.

Employers support the apprentices in the workplace to complete a range of tasks and provide evidence for their EPA and contribute to the reviews.

The EPAO carries out the formal End Point Assessment:

1. Knowledge test – 50 multiple choice questions
2. Professional discussion – 75 minutes based on the portfolio of evidence which includes site based evidence
3. Skills test – 3 days of practical skills assessment taken at a dedicated exam centre which includes slabbing, drainage and concreting.