

Apprenticeships - it couldn't be easier!

with South Worcestershire College

If you are interested in employing an apprentice, it couldn't be easier. South Worcestershire College has an excellent track record delivering successful apprenticeships and we make it as simple as possible for you as an employer.

The apprenticeship is a great opportunity to increase your workforce at a reasonable cost, greatly enrich the vocational learning of a young person and provide that young person with on the job training, qualifications and a letter of recommendation required for their future employment.

You only have to do three simple things:

- 1 **Provide a job** – at a training allowance of £95 per week for a 16-18 year old apprentice for up to two years of training and for a 19+ for the first year of their training (no National Insurance contributions are required). You have to pay minimum national wage for a 19+ apprentice in the second year of their training.
- 2 **Provide a contract of employment** – for at least one year.
- 3 **Release your apprentice for training** – this could be one day a week at College, or possibly on your premises depending upon your apprentice numbers, or a fortnightly workshop if on a Business and Administration apprenticeship. For a 19+ apprentice the College is required by the government to charge a fee for the training.

The College will:

- 1 Provide advice on which type of apprenticeship best fits your business needs.
- 2 Help you recruit your apprentice directly from school or through a College advert (costs could be shared depending upon other employers or the College advertising with you).
- 3 Enrol your employee as an apprentice with the government and Awarding Body.
- 4 Provide a model contract of employment for you to amend to reflect your individual business.
- 5 Complete all of the paperwork and administration required for the apprenticeship.
- 6 Complete all of the training and assessments required for the apprenticeship.
- 7 Complete a regular review with you and the apprentice to make sure everything is going right.
- 8 Advertise your vacancy on the National Apprenticeship Service website (with your permission).

If you are interested in speaking to someone about apprenticeships or want to find out more about the apprenticeships offered by South Worcestershire College, come along to:

Apprenticeship Event on Wednesday 6th April, 5pm - 8pm

at the Evesham campus

An information event for employers and students

or contact the SWC Apprenticeship Team on (01386) 712690/(01386) 712722 or email apprenticeships@sworcs.ac.uk



Evesham Campus, Davies Road, Evesham, WR11 1LP
Malvern Campus, Albert Road North, Malvern, WR14 2YH



www.sworcs.ac.uk/info/apprenticeships