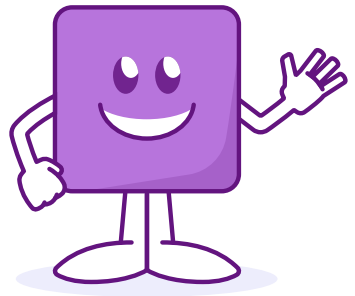


# Quest

TRAINING



## Employer's Guide to Apprenticeships



# Types of Employer

## Levy Employer

If an organisation has an annual salary expenditure of £3 million or more, they are considered a 'large employer' or a 'levy employer', and automatically have a contribution deducted through their tax by HMRC into their own levy pot. Apprentices enrolled by a levy payer are funded by the organisation's own mandatory levy funding scheme, which they contribute to every year.

## Non-Levy Employer

If an organisation has an annual salary expenditure of below £3 million, they are considered a 'non-levy employer'. This includes small and medium-sized employers.

Non-levy employers must pay a 5% contribution of the total cost if their apprentice is aged 22 or above (at their apprenticeship start date), whilst the other 95% of the total cost is paid by the Department for Education (DfE).

If an apprentice is 16-21 years old at the start of the apprenticeship then no contribution is paid by non-levy employers.

An incentive of £1,000 is paid to the employer, for enrolling and retaining an apprentice aged 16-18 (at the start of their Apprenticeship), for at least one year.

# Candidate Requirements

Apprentices must fulfil the following criteria before they can be enrolled on a funded Apprenticeship:

- Be 16 years of age or above
- Be in paid employment performing a job role suitable to complete the Apprenticeship
- Work a minimum of 16 hours per week
- Lived in the UK for at least 3 years
- Have a standard of English and maths which is acceptable for the level of Apprenticeship being undertaken, where applicable
- Must not be overqualified for the desired Apprenticeship

# Cost & Duration

- Cost and Duration varies for an Apprenticeship (example below)
- Early Years Educator Level 3 in Childcare Sector, working full time, but no experience
- Cost £7,000 - employer contributes 5%, £350  
(note employers cannot *under any circumstances* recoup this cost from apprentices)
- The Dfe pays the other 95% (£6,650) – the remainder
- Duration is in two parts totalling 18 months - Average learning period is 15 months (under review by DfE)
- End-Point Assessment lasts 3 months, but the apprentice must still be in paid employment during this time
- Cost and Duration varies on: The Level, the sector and agreed previous experience
- Currently, if apprentices are aged 16-21, then small or medium-sized employers are exempt from the 5% contribution

# The Sign-Up Process

Potential Apprentices are called by Quest to conduct IAG -Information, Advice & Guidance

The potential Apprentice's personal details and education history are recorded. They are guided through what to expect with an Apprenticeship and encouraged to ask questions.

An Apprentice must complete:

- Initial Assessments in maths and English online
- A Skills Scan to establish their knowledge, skills and behaviours in relation to the job role they will perform
- A Learning Needs Assessment - in case extra support is needed

All relevant documents are sent, via email, using SignNow, to the employer and Apprentice to complete and sign

An induction date is agreed, usually within 2 weeks of the paperwork completion.

The funders also require a health and safety risk assessment as part of the sign-up process.

This is typically every three years - the employer insurance details must be recorded annually.

# Employers Must:

- Offer training opportunities for the Apprentice to learn new skills and knowledge during working hours (off the job training)
- Attend Milestone Review sessions with the Apprentice and Quest Tutor every 10 weeks
- Carry out employer observations, depending on which Standard the Apprentice is working towards
- Release an Apprentice for teaching, assessment and learning (TAL) sessions
- Take part in open communication with all stakeholders
- Allow Apprentices time to be released for Functional Skills tuition and exams, where required
- Allow the Apprentice time for their off-the-job training (maximum 6 hours per week)
- Allocate a mentor to each Apprentice in the workplace
- Maintain the safeguarding and welfare of Apprentices

# Apprentices Must:

- Commit to gaining higher levels of skills, knowledge and behaviours in their role
- Pass Functional Skills English and Maths, where required
- Ensure off-the-job training takes place, developing new skills (this is a maximum of 6 hours per week)
- Understand and implement agreed ways of working with their employer and Quest Training
- Be able to manage their time so that targets are always met
- Attend the 10-week Milestone Reviews
- Attend teaching, assessment and learning (TAL) sessions
- Show a commitment to the understanding of their responsibilities, in relation to safeguarding and the welfare of themselves and others
- Be in active learning every 4 weeks of their learning period. If there is an issue, e.g., long term illness or pregnancy, an official break in learning must be put into place. A Return to Learning Form will be completed once they continue their learning period

# Functional Skills

## 16-18

- All Apprentices aged 16-18, including existing Apprentices who were aged 16-18 at the start of their Apprenticeship programme, will still have to continue to work towards, and gain, their Functional Skills at the appropriate level, unless they have an appropriate exemption
- Functional Skills decisions are based on the age at the start of the Apprenticeship

## 19+

- The requirements for English and maths are now optional for Apprentices aged 19+ at the start of their Apprenticeship training - but must be agreed by the employer
- Where it is agreed that an Apprentice is continuing with their English and maths training, the Apprentice must undertake the necessary amount of training needed in readiness for the assessment(s).
- Employers are responsible for ensuring mandatory requirements from other regulatory bodies are met.  
This includes Ofsted requirements.
- Level 3 Early Years Educators can only be deemed a level 3 practitioner and counted in ratio with an English Level 2 Functional Skills or equivalent, and a valid paediatric first aid certificate.

# Functional Skills

- Diagnostics are completed on a platform called 'Century' at the start of the Apprenticeship
- Apprentice is expected to complete an average of 60 minutes on Century each week
- All Functional Skills to be completed between month 3 and 12 of Apprenticeship
- Time to be allocated to Apprentices to attend exams, or sit exams online, in appropriate exam conditions
- Time to be given for Apprentices to attend support sessions, if required
- Apprentices to access support materials and complete mock tests
- Employers to ensure Apprentice understands the importance of Functional Skills and the relevance it has to their Apprenticeship
- Employer to work with the tutor to help overcome barriers and other issues that the Apprentice may face during the Apprenticeship
- Promote the importance of Functional Skills, if required, as part of the end-point assessment

# End-Point Assessment

- When an Apprentice reaches the end of their learning period and has completed all required elements, they enter 'Gateway'.
- The employer and training provider will review the Apprentice's knowledge, skills and behaviours, to ensure they have met the necessary Apprenticeship Standard requirements to prepare them for their end-point assessment (EPA)
- Three months is allocated for the EPA preparation and completion
- EPA tests the knowledge, skills and behaviours that an Apprentice has gained during their training.  
Unique to each Standard, EPA demonstrates the competence of an Apprentice in their job role
- The assessment is carried out by a pre-determined end-point assessment organisation (EPAO), that has no affiliation with the training provider. This avoids conflict of interest
- Quest works closely with the employer and Apprentice, prior to EPA, in order to support the Apprentice with the EPA requirements and process, this includes mock discussions, assessments and support with EPA Portfolio preparation

# The Apprenticeship Service

The Apprenticeship Service is mandatory.

Companies must access and join the Government website and then add their preferred training provider.

Apprentices are added by the employer to the Apprenticeship Service to secure funding for their Apprenticeship.

Vacancies are also a feature on the Apprenticeship Service, which allows employers to advertise for new Apprentices.

We can assist with this process and provide guidance, if required.

How to set up an account:

<https://www.gov.uk/guidance/manage-apprenticeship-funds>

How to post vacancies:

<https://www.gov.uk/guidance/how-to-take-on-an-apprentice>

# Apprenticeship Standards We Offer - Contact Details

Childcare	Level
Early Years Practitioner	2
Early Years Educator	3
Early Intervention Practitioner	4
Playworker	2

Business & Management	Level
Business Administrator	3
Team Leader/Supervisor	3
Customer Service	2 & 3

Schools & Education	Level
Teaching Assistant	3
Specialist Teaching Assistant	5

## Head Office Address

Rabbits Farm, Rabbits Road, South Darenth,  
Dartford, Kent DA4 9JZ

Head Office Number - 01474 704441

Email - [info@questfortraining.com](mailto:info@questfortraining.com)

Website - [www.questfortraining.com](http://www.questfortraining.com)

## Social Media

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