



**London
South Bank**
University

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APPRENTICESHIPS EMPLOYMENT GUIDELINES





Apprenticeships are work-based training programmes, designed with employers, which combine on and off the job learning and development activities. Apprenticeship are a highly effective way of developing employees who are in new job roles, however they do entail a significant commitment from the employer.

Pay

Employers must pay apprentices at least the apprenticeship minimum wage rate. Details of which can be found at <https://www.gov.uk/national-minimum-wage-rates>. There is an expectation that Higher and Degree Apprentices will be paid significantly higher than this, due to the skills level required.

Conditions

Apprentices usually work full time for at least 30 paid hours a week and must work more than 16. Where an apprentice works fewer than 30hrs per week the length of their apprenticeship will be increased accordingly. You must pay your apprentice for time spent training or studying for a relevant qualification, whether while at work or at University. Off-the-job training must amount to 20% of the apprentice's contracted employment hours across the whole apprenticeship.

You must offer apprentices the same conditions as other employees working at similar grades or in similar roles. This includes:

- Paid holidays and paid leave e.g. maternity/paternity
- Sick pay
- Any benefits you offer e.g childcare voucher schemes
- Any support you offer e.g. coaching or mentoring

For more detailed information on apprentices pay and conditions please visit the '.gov' website. <https://www.gov.uk/take-on-an-apprentice/pay-and-conditions-for-apprentices>.

Apprentices must have the right to work in England and be one of the following;

- a citizen of a country within the European Economic Area (EEA) or have the right to abode in the UK and have been resident in the EEA for at least the previous 3 years on the first day of their apprenticeship
- a non-EEA citizen with permission from the UK government to live in the UK, (not for educational purposes) and have been ordinarily resident in the UK for at least the previous three years before the start of learning

Fixed term contracts

If you are contracting your apprentice on a fixed term basis, the length of the contract must as a minimum cover the duration of the Apprenticeship. This is suggested between three and twelve months post graduation in order to ensure the end point assessment can be taken and therefore the Apprenticeship is completed successfully.

Redundancy

You can't usually make an apprentice redundant simply because you can't afford to pay them, e.g. if your company runs out of work. This is because you have a contract to train them.



You should get legal advice if you think you might have to make an apprentice redundant or want to end the apprenticeship early for another reason.

Professional membership and subscriptions

Professional membership and subscriptions, and the cost of trips to educational/sector-related events that are not specifically included within the apprenticeship standard, are not considered direct costs of learning. Employers may ask apprentices to pay either in full or contribute towards these costs.

Apprentices who already hold a degree level qualification

Apprentices can be funded to complete a degree level Apprenticeship as long as the previous degree is substantially different to that which the standard their employer wishes them to complete. For example, an Apprentice will be funded through a Chartered Quantity Surveyor programme if they hold a History Degree. However if they already hold a degree (or equivalent) in Construction management; they will be ineligible for funding.

Employer responsibilities

Apprenticeship funding must be used for training and learning activities only. Employers are therefore responsible for funding the following:

- Payment of apprentices' wages, including all time spent on off-the-job training (Min 20% of their contracted hours for the duration of the Apprenticeship)
- Any training or optional modules chosen in addition to what is eligible for Apprenticeship funding.

- Apprentices must not be asked to contribute financially to the direct cost of their apprenticeship or use a student loan to finance an apprenticeship (this includes where an apprentice leaves their programme early; employers must not claim training or assessment costs back from ex-apprentices)
- Any additional travel costs for an apprentice outside of travelling to and from their place of work. Employers are therefore required to fund travel costs to any other place required for the delivery of their apprenticeship.
- Company induction.
- Personal protective clothing and safety equipment required for apprentices to carry out their day-to-day work.
- Re-sits for qualifications or assessment required by the apprenticeship standard where no extra learning takes place before the re-sit.
- Employer's own administration costs for supporting the apprenticeship.
- Time spent by managers supporting apprentices, mentoring or the time of other staff arranging training support.
- Specific services not related to the delivery and administration of the apprenticeship; this includes bespoke or additional training or assessment which is not a requirement of the standard.
- Where, for convenience, employers or HEI providers and their contracted providers wish the apprentice to live nearby whilst learning – for example, accommodation at a hotel for an apprentice chef.

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Apprenticeships Team

103 Borough Road

London SE1 0AA

Tel: +44 (0)207 815 7324

apprenticeships@lsbu.ac.uk