

EMPLOYER INFORMATION

ALL YOU NEED TO KNOW ABOUT TAKING ON AN APPRENTICE...



Taking on an apprentice is a great way to start developing your business as well as helping a young person to achieve their career goals.

Steve Willis Training aim to make everything as easy as possible for you. Our supportive apprenticeship team is here to answer any queries you have and put your mind at ease.

Use this checklist of your responsibilities to ensure you are ready to employ an apprentice.

Before starting your apprentice's employment, check the below are in place:		
Working hours	You are offering at least 30 hours of paid work per week, this includes any training days at our centre. If your apprentice is aged 16 or 17, they must not exceed 40 hours per week on average. Information on employing a young worker	
Contract of employment	Issue your apprentice with a contract of employment with a duration at least as long as the apprenticeship training programme. Free online contract of employment creator	
Salary and PAYE	Pay your apprentice through a PAYE scheme for your business and pay them at least the national apprenticeship minimum wage (this is £4.30 per hour as of April 2021). Apprentices who are aged 19 or above need to be paid at least the national minimum wage for their age after 12 months on the apprenticeship training. Information on the National Minimum wage for the UK	
Work Range	Ensure you are covering the right work range to ensure your apprentice is able to complete their apprenticeship in a timely manner.	
Holiday, sick and annual leave	Your apprentice should be offered the same rights as any other employee, including paid annual leave, sick pay and any other benefits your business offers. Information on holiday, sickness and leave	
Insurance	You are required to have Employers Liability Insurance (ELI) cover in place for your business. We will request to see a copy of your ELI certificate.	
Off the Job Training	At least 20% of your apprentices working hours need to be spent training, either at our training centre or on the job with their mentor / supervisor. Your apprentice will keep a work log which you will be required to sign to confirm any training he receives in the workplace.	
Disciplinary, Dismissal & Grievance	You need to have a procedure or policy in place for disciplinaries, dismissals and grievances. You can find example procedures on the ACAS website here and further guidance here .	
Digital Apprenticeship Service Account	All employers taking on an apprentice must now create their own digital account to reserve government funding for apprenticeship costs. Please see our Funding and Managing Apprenticeships guide for more details. We are here to help you set this up if you have not done so already.	

FREQUENTLY ASKED QUESTIONS



I've never employed someone before, how do I get started?

A great place to look is the [GOV.uk website](#), which outlines the 7 things you need to do when employing staff for the first time. (GOV.UK, 2020)



Do I need to put my apprentice into a pension scheme?

You only need to pay into a pension for your apprentice if they are aged 22 or over and earning over £192 per week.

There's more detailed information about your pension responsibilities as an employer on the [Pensions Regulator Website](#) (GOV.UK, 2020)



Is there any National Insurance exemptions for apprentices?

You may not need to pay employer [Class 1 National Insurance contributions \(NICs\)](#) on apprentices' earnings below £827 a week (£43,000 a year).

They must be under 25 years old and following an approved UK government statutory apprenticeship framework or standard. Further information can be found here: [employer national insurance contributions for apprentices under 25](#)



Do I have to pay my apprentice for their training day?

You are required to pay your apprentice the same hourly rate for the time they are training at the centre as when they are working with you. (GOV.UK, 2020)



How many hours can my apprentice work per week?

The Working Time Regulations state that employees – including apprentices - can't work more than 48 hours a week. However, they can choose to opt out of the 48-hour week if they're over the age of 18. There's more information on the [Working Hours webpage](#) on GOV.uk

If your apprentice is under the age of 18 they cannot work more than 8 hours a day or 40 hours a week. (GOV.UK, 2020)



What happens if my apprentice leaves or I can no longer employ my apprentice?

Your apprentice is employed and therefore has the right to resign and leave, working any notice which may be noted in their contract.

Apprentices have the same employment rights as your other employees. Follow the process for [making staff redundant](#) if required. The apprentice will be supported to find alternative employment in order to stay in training.

[Get legal advice](#) if you want to end the apprenticeship early for another reason. (GOV.UK, 2020)