

 Apprenticeships



*Your
Apprenticeship
Experts*

APPRENTICESHIPS WITH PROSPECT TRAINING SERVICES





WELCOME TO PROSPECT TRAINING SERVICES' EXPERT GUIDE TO APPRENTICESHIPS

You're passionate about the future of your business and you want it to grow, but to do that, you need the best people. So how do you find them?

By hiring an apprentice or upskilling a current staff member, you can nurture the talent of an aspiring employee whilst ensuring the continued growth of the industry you work in. Additionally, you have the opportunity to shape their skill set to build better employees.

The good news is that with new government initiatives, such as the apprenticeship levy, there has never been a better time for you to invest in the future of your organisation by taking on an apprentice. What's more, Prospect Training Services (PTS) will be there every step of the way with any assistance you may need.

As apprenticeship ambassadors, and experts in our field, we are on hand with any advice or guidance you may need.

Take a look through our brochure to help answer any concerns or questions, or call our apprenticeship team on **01452 886 888** for more information.

OUR APPRENTICESHIP SERVICE

Apprenticeships are the Future

Let's face it, young people are a huge asset. Their untapped talent, raw potential and hunger for new opportunities make them a rich resource.



Apprenticeships allow you to mould that talent by training new but also develop existing employees with invaluable practical skills, as well as equipping them with the ethos and mind-set to fit with the culture of your organisation.

With your guidance, today's apprentice could be tomorrow's industry leader.

The benefits of apprenticeships:

- 92% of employers who employ apprentices believe that apprenticeships lead to a more motivated and satisfied workforce.
- You'll see an increase in productivity (80% of employers agree) and efficiency, improving your business performance overall.
- Apprenticeships encourage loyal and enthusiastic members of staff as they feel more valued. And remember, apprenticeships are available for both new and current members of staff!
- They provide new skills to give you a competitive edge. After all, 81% of consumers prefer to use a company that employs apprentices.
- They will build a pipeline of talent to support the future growth of your business.
- You will be able to recruit at relatively low cost.
- Apprentices develop new ideas and innovations that will take your business forward.
- Apprenticeships raise your profile as a responsible and caring employer in your community.

Prospect Training Services can support your business in recruiting apprentices, and offer apprenticeships in:

- Business Administration
- Customer Service
- Team Leading
- Management
- Adult Social Care
- Health and Social Care

Our service to employers

By working with PTS you will be joining a partnership that many employers already enjoy. You will be working with a company with long-established experience and expertise in apprenticeships. We also use cutting-edge technology to assess our apprentices in the workplace, through our own ground-breaking educational app – iObserve.

PTS have the unique expertise and experience to give you an unparalleled level of service, working with you to:

consult on your use of the levy. Our consultants will work with you to develop an apprenticeship strategy and advise you on using your levy effectively.

advise on the right qualification and level of apprenticeship for your needs. Our team will explore and confirm your organisational needs and apprentice requirements.

agree your recruitment strategy. Our experienced team of HR and recruitment professionals will work with you to develop an advert, agree a suitable rate of pay, and develop a marketing strategy for your role. We will also create a convenient and flexible recruitment timeline.

recruit and select suitable apprentices. We will run the recruitment process for you and provide regular updates. We will assess all applications, saving you time, and then provide a shortlist of suitable candidates. We can also assist you with the interview process, and induction once an appointment has been made.

deliver a flexible service. We will tailor the apprenticeship programme to meet the needs of both the employer and the apprentice. We will:

- deliver to either individuals or groups of apprentices, as per your requirements
- develop and deliver bespoke training tailored to your company and staff
- carry out health and safety assessments
- provide high-quality training and support for your apprentices
- assess and monitor the apprentices during their programme with you

Here are just some of our clients:



THE DIGITAL APPRENTICE SERVICE, THE LEVY, AND YOU

WHAT?

3

Rule of three:
£3 million
£3 billion
3 million apprentices

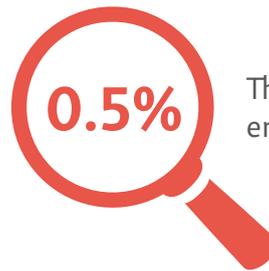
The allowance means the levy effectively only applies to employers with paybills over £3 million per year, or in other words, those with over 120 employees earning £25,000 on average. The levy will raise an estimated £3 billion, to fund 3 million apprentices.



This means medium to large employers are committed to helping sustain their industry by training the future generations of employees.

£15,000

How much of an allowance employers will receive for funding per year. If employers operate multiple payrolls, they will still receive one allowance. It will translate to a monthly allowance of £1250.



The levy will be 0.5% of an employer's paybill.



You have some flexibility with what to spend the funds on, whether it is training and support for your learners to help them fulfil their apprenticeship, or the costs sometimes associated with formal assessment.

↑ 10%

How much the government will top up everything you've paid in, to fund training an apprentice for your business. Every pound you pay in will be worth £1.10!

WHAT?

If you employ 300 people, with an average gross salary of £25,000 each, your levy payment will be £37,500 minus the £15,000 allowance. The government has also promised a 10% top-up, meaning £24,750 worth of apprenticeship training will only cost you £22,500. For employers who are already committed to the benefits of training apprentices, this will save £2250. If you employ 100 people with the same average salary, your annual paybill is less than £3 million, meaning you are not required to pay the levy at all.

SCENARIO A

300 employees (£25,000 average salary)

Paybill: £7.5 million

Levy sum: £7.5 million x 0.5% = £37,500

Annual levy payment: £37,500 - £15,000

10% top-up

£24,750 training for just £22,500

Saving: £2K+



SCENARIO B

100 employees (£25,000 average salary)

Paybill: £2.5 million

Levy sum: £2.5 million x 0.5% = £12,500

Annual levy payment: £12,500 - £15,000

£0 to pay

WHEN?

6th April 2017

When the levy is due to come into effect. You'll only be able to allocate funds to those who start apprenticeships after this date.

2020

The levy is designed to fund the government's apprenticeship targets till the end of the current parliament in 2020.

2018

When smaller employers who the levy does not apply to will be able to engage with the Digital Apprentice Service. You will still be eligible before this for co-investment, where the government helps towards costs of training apprentices.

18 months

This is how long you will have to use your levy vouchers before the other employers can access the unspent funds to cover their own further apprentice training costs.

WHERE?



The allowance is available to all employers in the UK, across all sectors.



If you operate outside of England but in the UK, the levy still applies, but you will need to contact your local apprenticeship authority for specific rules.

HOW?



You can access your apprenticeship training funds and select your chosen training provider via a digital account.

Applying for more funds

Employers will be allowed to apply for undrawn funds.

PAYE

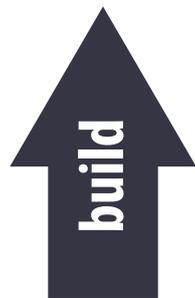
The levy will be payable along with income tax and National Insurance via Pay As You Earn (PAYE).



Training providers such as Prospect Training Services (PTS) will be able to guide you to find available apprenticeships which are right for you.

WHY?

Apprenticeships build a pipeline of talent to support the future growth of your business.



You can recruit at relatively low cost.



compete

By developing specialist skills, you'll have the competitive edge.

sustain

Apprenticeships ensure key professional and trade skills are sustained in your company and wider industry.



Further links:

prospect-training.org.uk/apprenticeships
gov.uk/apply-apprenticeship

WHY CHOOSE PROSPECT TRAINING SERVICES?

PTS offer an unrivalled service because we are dedicated to meeting your organisational needs, and will tailor our programmes to ensure that we do just that. But don't take our word for it, read on to find out why we are the first choice for so many businesses.



Prospect Training Services (PTS) have been a learning and training provider to Commercial Group for almost 10 years now. They train and support our Business Administration, Team Leading and Customer Service apprentices very well through their support system and learning development tutors.



We have co-designed the learning framework for our apprentices and we value PTS support for all our apprentices. Their training and delivery aligns well to what we require at Commercial Group to develop apprentices as employees of our business. Tutors provide excellent, responsive support which is appreciated by our apprentices and their managers.

They provide an excellent level of customer service and we have a key point of contact to go to with any queries or concerns.

We see PTS as a key partner in the delivery of Apprenticeships within the company and would happily recommend their service to other employers.

Jenny Hodgson, Head of HR



We have been working with Prospect Training Services since 2017 and have successfully recruited apprenticeships through them. From the experience we have had I would certainly recommend their service to other employers. Prospect Training Services provide a timescale on recruitment which sets expectations from the beginning, we have found the recruitment process straightforward and their recruitment and training teams have been a great help responding to any of our queries along the way.



Abby Alleyne, Recruitment Manager





The Customer Services Team at Gloucestershire County Council have had a strong working relationship with Prospect Training Services for over two years which continues to flourish.



The recruitment process is very structured and works well to find suitable candidates for the role we offer. Prospect Training Services commitment to supporting the Apprentices throughout their programme has led to a successful offer where staff feel clear about expectations and comfortable to seek assistance where required.

I would recommend the service to other employers as Prospect Training Services have sourced us some very capable, resilient candidates and have given them the tools to embark on a career within our organisation.

Rachel Muldoon, GCC, Customer Services Team



Clarkson Evans have been using the services of PTS for the last 18 months for the training of our business administration apprentices.



PTS have been professional, reliable and supportive of not just our apprentices but of Clarkson Evans to ensure that only the best training has been and will continue to be delivered.

The PTS assessor has been a pleasure to work with. Again, the professionalism has shone through and there has been constant communication with the assessor, apprentices and managers, so all involved are aware of what stage each apprentice is at with their training. Copies of reviews are always issued and any questions are quickly responded to. We also have regular catch-up meetings to ensure the relationship between Clarkson Evans and PTS remains strong.

Overall, the customer service received from PTS is one of the best I have experienced and all at the company should be very proud. It is also great to see the Directors getting involved at the start of the process, and the fact that they keep in contact all the way through speaks volumes about the passion they have for what PTS do.

I would highly recommend any employer to seriously consider using PTS for their training needs. A first-class training provider delivering a first-class service.

Andy Wilson, Head of Apprenticeships & Development



"I wouldn't be caught without it for professional discussions"

Sarah D. Assessor

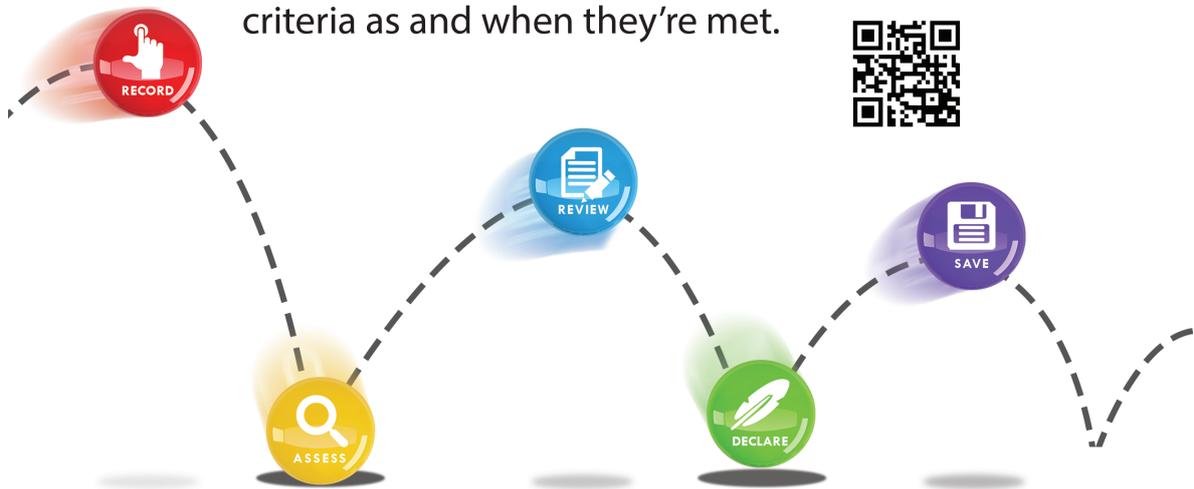
iObserve APP

The future of admin

Do you perform observations? Take minutes? Conduct interviews? Make assessments? Provide training? iObserve is the tool for you

Save time, money and paperwork

Record and review observations, discussions and interviews at the click of a button, and time-stamp your chosen criteria as and when they're met.



www.iobserve-app.com



For further information, please contact
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or **ewens@trainandrecruit.com**