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**Employer  
Recruitment Guide**

*Enabling you to develop, progress and achieve.*



From recruiting an Apprentice to the successful completion of their Apprenticeship, the process is simple, straight-forward and headache-free with the Intec Recruitment Service.

### What are Apprenticeships?

Apprenticeships are jobs first and foremost. They offer you the chance to invest in the future of your business, moulding the talent and enthusiasm of a new generation into a highly skilled and motivated workforce.

Intec Business Colleges will work in partnership with your organisation to deliver the Apprenticeship Standard in the workplace, helping you develop a knowledgeable, productive workforce, tailored to your culture and way of doing things.

### Find an Apprentice

Intec Business Colleges aims to make hiring the ideal young person for your business as straight-forward as possible, by offering a personal and bespoke Apprenticeship Recruitment Service.

The Intec Apprenticeship Recruitment Service saves you time, effort and money and we have proven experience of matching the right candidates with the right business.

### Features & Benefits

As an employer an Apprentice can be employed to help your business in a number of ways, if you would like to bring new skills to your workforce an Apprentice can help fill the skills gap. With an Apprentice you have the flexibility to design the learning and development to your own needs, enabling you to mould your Apprentice into the type of employee that will be of most benefit to your business.



**Talent Development:** Apprentices are motivated, because they can see that you are investing in their training, taking an active part in helping them to develop and providing them with the skills, knowledge and experience they need to begin a successful career with your company.



**Loyalty:** By setting out a career path for the Apprentice you will have a motivated and enthusiastic member of staff. As the Apprentice progresses, you can help support them, up the career ladder to advanced and higher Apprenticeships.

Apprentices are good for your business



75% of employers report that Apprenticeships have helped to improve the quality of their product & service



### What Apprenticeships are available?

- Business Administration
- Retail
- Warehousing & Distribution
- Customer Service
- Trade Business Services
- Team Leadership & Management
- Learning & Development
- Project Management & Process Improvement
- Coaching Professional

### What training will my Apprentice receive and when will they become productive?

Apprentices are employed by you from day one, they learn at your place of business receiving a 'real life' experience of work. As their employer, you will train them on the specifics of the role within your business. Intec will provide work based learning in the form of:

- Blended learning including regular training and development sessions in skills and knowledge relevant to their role, on line learning, self-study and research.
- Formative assessments to ensure the Apprentice is progressing at the required pace
- Functional Skills (English & maths)
- Informal discussions surrounding the Gateway Assessment
- Preparation for End Point Assessment

On average and in the early stage of employment your apprentice will spend a percentage of their time either working on their Apprenticeship or developing new skills relevant to their role.

It may take time for your new Apprentice to adjust to the workplace but we would expect them to be making a useful contribution to your business. Within 6 to 12 months we would expect them to be undertaking the full scope of their role.

An Intec Tutor/ Assessor will be allocated to the Apprentice and provide comprehensive, personal support during the training and assessment process, with regular visits and contact via e-mail.



9 out of 10 Apprenticeship Employers hoping to achieve business benefits say Apprenticeships deliver



### How much an Apprentice costs:

Employing an Apprentice can be highly cost effective for your business, as it gives you the chance to train enthusiastic new staff while the Government contributes to the cost of learning. All of these costs relate to the age of the Apprentice when they start the Apprenticeship. Payment of the agreed wage should be made to the Apprentice either weekly or monthly. The Apprentice should be informed of payment arrangements. The employer can decide what wage they want to offer, although the national minimum wage requirements need to be met as follows:

April 2023	Aged 16-17 yrs	Aged 18-20 yrs	Aged 21-22 yrs	Aged 23+ yrs
National Living Wage	£5.28	£7.49	£10.18	£10.42

Depending on the size of your company and your wage bill, the cost of Apprenticeship training could either be fully funded or partially funded by the government:

- In a company with less than 50 employees, an Apprentice aged 16-18 or 19+ on a health & care plan, will be fully funded.
- If your company has more than 50 employees but your wage bill is less than 3 million per annum you will pay 5% of the cost of the Apprenticeship with the other 95% funded by the government.
- If your organisation's wage bill exceeds £3 million per annum then you are a Levy paying employer and you can use your Levy to fund the full cost of the training.

All Apprentices should receive a Contract of Employment and holiday entitlement is in accordance with the terms and conditions of the company.



After achievement 77% of Apprentices stay with the same employer



Apprenticeships boost productivity to businesses by an average of £214 per week



In addition to the vibrancy and energy that an Apprentice can bring to your business there are also some financial advantages:

- You will **not have to pay Employer National Insurance contributions** on Apprentices aged 16-24.
- **Access £1000 payment** for each Apprentice you employ aged 16 to 18 or 19+ on a health & care plan.

### As the Employer, what are my responsibilities?

- You must give your Apprentice a full induction into their role and provide on-the-job learning which is relevant to their Apprenticeship.
- Support and develop your Apprentice by coaching them and conducting regular reviews and providing advice.
- As with all employees, you are also responsible for the wage of your Apprentice.
- Line managers meet with our Assessor and Apprentice on a periodic basis to review progress and make sure they are on track to complete their Apprenticeship.

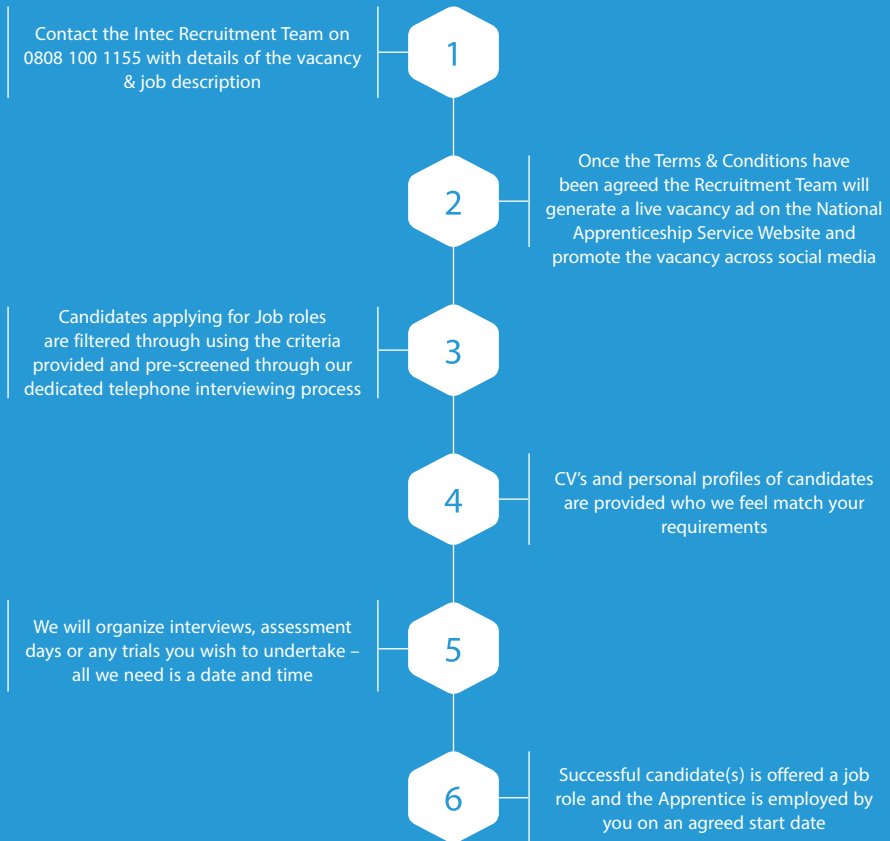
### The role of Intec Business Colleges

- Intec Business Colleges is responsible for an Apprentice's work-based learning programme. Once the Apprentice starts work, Intec Business Colleges will assign a Tutor/Assessor. This will ensure that the Apprenticeship programme is well planned, delivered in a timely manner and provide support around any issues that may arise.
- Our qualified Tutor/assessor will support, train, develop and mentor the Apprentice for the duration of the programme through to the End Point Assessment to help the Apprentice achieve their potential.
- Deliver the training required and review progress regularly (at least every 12 weeks) depending on the needs of the Apprentice.
- Advise on progression opportunities.
- Employers and Learners are our top priority, Intec carries out a Health & Safety Risk Assessment of the employer's premises to make sure the environment is safe and offer advice regarding learner safeguarding.

Training Apprentices is more cost effective than hiring skilled staff, leading to lower overall training & recruitment costs



## The Recruitment Process in 6 easy steps



*Enabling you to develop, progress and achieve.*

## The next stages and the highest level of support

