



AN INTRODUCTION TO...

# **APPRENTICESHIPS SUFFOLK**





# Apprenticeships Suffolk

## OUR SERVICE

Apprenticeships Suffolk is an impartial and completely free service at Suffolk County Council as part of the strategic aim to increase the quality and quantity of apprenticeships within the county, thereby supporting business and economic growth. As a team we identify apprenticeship opportunities, provide employer focused information, advice and guidance, and actively promote apprenticeships to support employment in Suffolk.

## EMPLOYER

We support employers in Suffolk who want to find out more and offer an apprenticeship opportunity. We also work with Education provisions to provide information on the apprenticeship pathway Post-16 and 18.

## PARTICIPANT

We work with aspiring apprentices (anyone 16+) who are ready to take their next step and explore the apprenticeship route whilst supporting both the employer and apprentice throughout their journey.

**Visit our website:**

<https://apprenticeshipsuffolk.org/>

Follow us:



# MEET THE TEAM



**Sharon Adam**  
*Policy Manager*



**Ellen Rush**  
*Apprenticeships Suffolk Manager*



**Cathy Carr**  
*Participant Advisor*



**Cheryll Gill**  
*Lead on Pathways to Apprenticeships &  
School Engagement*



**Polly Lewis**  
*Co-ordinator*



**Lucy Ince-Slater**  
*Co-ordinator*

# WHAT IS AN APPRENTICESHIP?



- Apprenticeships are a combination of working and studying. An apprentice is an employee, working alongside experienced staff gaining job-specific skills.
- An apprenticeship is for anyone aged 16+.
- They range from Level 2 to Level 7.
- There are over 800 apprenticeship standards approved for delivery

## ***Apprenticeship Levels explained:***

**Level 2** - (Intermediate Apprenticeship) - Equivalent to 5 GCSE's 4 - 9

**Level 3** - (Advanced Apprenticeship) - Equivalent to 2 A-Level's

**Level 4 & 5** - (Higher Apprenticeship) - Equivalent to Foundation Degree

**Level 6** - (Higher Degree Apprenticeship) - Equivalent to a full Degree

**Level 7** - (Higher Degree Apprenticeship) - Equivalent to a full Masters Degree

## ***Apprenticeship standards:***

There are currently over 800 apprenticeship standards, these can all be found on the IFATE website:

[www.instituteforapprenticeships](http://www.instituteforapprenticeships)

## ***Wage:***

How much you earn will depend on the industry, location, and level of apprenticeship you choose. Currently National Minimum Wage for an apprentice is £5.28 (correct as of April 2023) which will be increasing to £6.40 in April 2024. This is just a minimum, sometimes an employer may wish to pay more than this. Please note that if you are 19+ the apprentice wage will be reviewed and increase in the second year of your apprenticeship in accordance to National Living Wage. For further information, visit: <https://www.gov.uk/national-minimum-wage-rates>.

Visit [www.entitledto.co.uk/](http://www.entitledto.co.uk/) to find out more about the benefits you would be entitled to.

## ***Working hours:***

Apprentices are paid to do a full-time job, to comply with legislation, an apprentice's working week should be between 30 - 40 hours a week of combined work and study. Included in these working hours will be 6 hours of paid off the job training. Working hours can be adjusted if you require additional support which can be discussed with the employer and training provider.



# ***PARTICIPANT SUPPORT***

- If you are 16+ and would like support with progressing with an apprenticeship you can complete our Participant Referral Form and return to [apprenticeships@suffolk.gov.uk](mailto:apprenticeships@suffolk.gov.uk) or scan the QR code. You will be contacted by our Participant Advisor to arrange an initial call to discuss your interests and suitable next steps.
- If you are apprenticeship ready and actively looking for an apprenticeship you will move into our Talent Pool. You will receive ongoing support from the team by receiving regular check ins and our Wednesday Weekly Newsletter with current opportunities in and around Suffolk.
- If you are not apprenticeship ready or an apprenticeship is not suited to you we can also sign post to other services such as our Pathway to Apprenticeships service which may suit your needs better.

## ***REFERRAL PROCESS:***



## Apprenticeships Suffolk Referral Form

Apprenticeships Suffolk is a free and impartial service, offering information, advice, and guidance to support you with your route into an apprenticeship.

### How did you hear about our service?:

e.g. Work Coach, Family/Friend, Careers Event, Young Person's Worker, employer

### Type of Referral

☐ Referring myself

☐ Referred by other

If referred by other, please complete below:

<b>Referred by:</b> e.g. Organisation name and your full name	
<b>Relationship to referral:</b> e.g., Parent/Carer, Work Coach	
<b>Contact Number:</b>	
<b>Email:</b>	

### Referral's Personal Details

<b>Date referral form completed:</b> DD/MM/YYYY	
<b>Full Name:</b>	
<b>Are you known by any other name(s) or aliases:</b>	
<b>Date of Birth (DOB):</b> DD/MM/YYYY	
<b>Please tick your age bracket:</b>	<input type="checkbox"/> Under 16 <input type="checkbox"/> 16-18 <input type="checkbox"/> 19-24 <input type="checkbox"/> 25+

### Referral's Contact Details

If possible, please supply us with both an email address and telephone number.

<b>Email address:</b>	
<b>Telephone number:</b>	
<b>Full Address:</b> (Including postcode)	

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**Please select your current status from the list below:**

- ☐ Employed  
☐ Apprenticeship  
☐ Education  
☐ Unemployed  
☐ Accessing any other support services  
☐ Other

**If selected 'Other' please provide further details of your current circumstances:**

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#### **Additional Information**

**Please tell us about your career interests:**

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**Any further information to take into consideration prior to initial contact:**

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☐ Please tick here if you have attached your CV.

GDPR - Privacy Notice:

Suffolk County Council has a data protection policy which gives information regarding how it handles your personal information. It is available at: <https://www.suffolk.gov.uk/about/privacy-and-data-protection/>

#### **Your Declaration & Consent**

I am satisfied that the appropriate advice and information about the project has been made available to me prior to my engagement.

I have read and understood the Privacy Notice, by signing this declaration, I accept and agree to how my personal information will be used.

I will advise you if there are any changes to my contact information or if there are any other changes to my personal circumstances which could affect my eligibility for funding.

This is not a job application.

I understand that false information given above may lead to inappropriate use of public and Government funding and I confirm that all information is accurate and correct to the best of my knowledge.

If you would like to apply for one of our vacancies, which can be found of the [jobs page](https://apprenticeshipssuffolk.org/all-jobs/) of our website (<https://apprenticeshipssuffolk.org/all-jobs/>). You will first need to have a conversation with our participant advisor, and if appropriate, we will then look to send your CV over to the employer for their consideration.

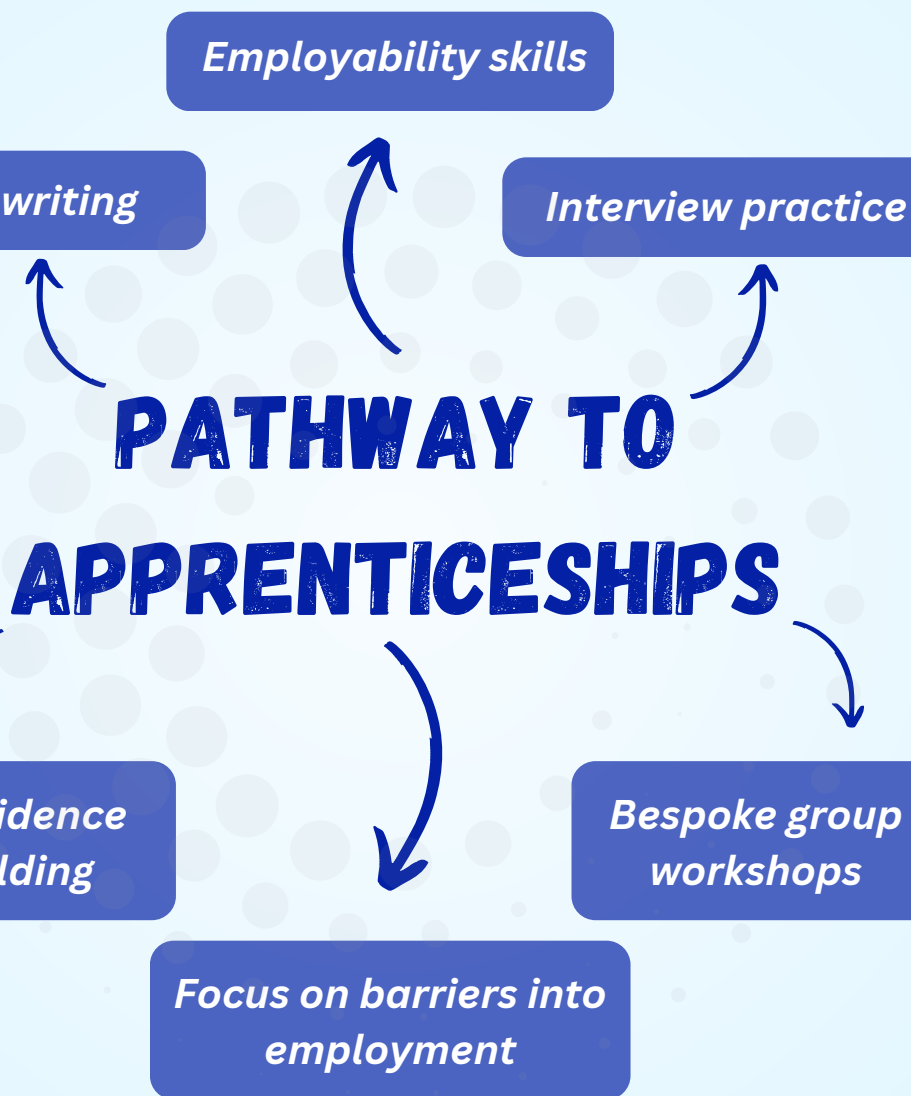
### **END OF REFERRAL FORM**

Please send your completed referral form to [apprenticeships@suffolk.gov.uk](mailto:apprenticeships@suffolk.gov.uk)

If you require assistance or have any questions regarding the referral form please email [apprenticeships@suffolk.gov.uk](mailto:apprenticeships@suffolk.gov.uk) OR telephone us on 01473 263 555



**We also provide pre-apprenticeship support to individuals 16+ through our 121 coaching and mentoring service Pathway to Apprenticeships!**



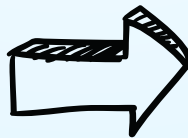
# **INCLUSIVE APPRENTICESHIPS**

**Inclusive apprenticeships are designed to break down barriers and create employment opportunities for people with cognitive, physical, mental health and sensory disabilities.**

## **Inclusive apprenticeships provide:**

- An alternative and flexible approach to mainstream education, which is tailored towards the individuals career path
- A supportive environment for learners to develop the skills and experience needed to succeed in their chosen careers
- The hours and duration of the apprenticeship can be adjusted to accommodate the individuals needs
- Any additional support to help the individual succeed

Our **inclusive apprenticeship logo** is used to identify all inclusive opportunities that are available.



# **SUPPORTING CARE LEAVERS**

## **MOVING ON UP NETWORK:**

Moving On Up is a collaboration of like-minded organisations who are working to support an increase in care experienced young people accessing apprenticeships.

Aiming to encourage everyone to recognise the unique circumstances of care experienced young people, and to build support into the programme design.



Visit <https://amazingapprenticeships.com/moving-on-up/> for further information on this network.

## **THE FAMILY BUSINESS:**

The Family Business provides care leavers with work-based opportunities within Suffolk County Council akin to a Family Business.

### **How are we providing employment for care leavers?**

#### **Apprenticeships within the LA**

Provide apprenticeships for care leavers across all suitable service areas within the Local Authority.

#### **Work-based opportunities**

Develop cross-sector work-based opportunities that give young people employment experience.

#### **Pre-apprenticeship programme**

Develop a program that supports care leavers in accessing resources to prepare them for apprenticeships and employment.

*“Care Leavers in Suffolk are almost 20x more likely to be unemployed than their non care-experienced peers”*



## **CARE LEAVERS BURSARY:**



This bursary is for eligible apprentices who are in care or are care leavers. It will help remove financial barriers to accessing and completing apprenticeships. For further information visit:

<https://www.gov.uk/government/publications/apprenticeships-bursary-for-care-leavers/apprenticeships-care-leavers-bursary-policy-summary>

# **PEOPLE WITH CRIMINAL RECORDS**

People with criminal records can face many challenges accessing employment, education and training. Many of these individuals will assume that they will be judged purely on the basis of their criminal record, rather than for their skills, character or intrinsic value.

## **Supporting Prison Leavers into Apprenticeships**

*Working with H.M Prison & Probation Services in Suffolk*



## **Hollesley Bay:**

Apprenticeships Suffolk are delighted to have the opportunity to work alongside WS Training and many other local and national employers supporting the offender and prison leaver community.

We attend careers fairs and run engagement sessions with many individuals, looking for apprenticeship opportunities whilst on ROTL (released on temporary licence) and planning for their imminent release date.



## **Unlock Charity:**

<https://unlock.org.uk/>

Unlock is an independent charity for people with convictions who are dealing with the effects of having a criminal record. They give advice and support across areas such as: how to disclose to employers, criminal record checks, getting insurance and travelling abroad through their confidential peer-run helpline.

## **B-Radical:**

<https://www.b-radical.co.uk/>

Diversity training and recruitment advisory and consultancy partner that helps businesses to do something about EDI. Radical Recruit is a charity that supports those furthest from the labour market to secure meaningful and well-paid employment through sponsorship partnerships with some of the country's biggest employers.



**For further information visit:**

<https://apprenticeshipsuffolk.org/people-with-criminal-convictions/>



# Employer Support

- Taking on an apprentice can seem like a perfect fit for your business, but many employers are not sure where to start. Apprenticeships Suffolk can support you on your apprenticeship journey, with information, advice, and guidance every step of the way.
- If you are an employer and feel that you would benefit from additional support for your business whilst you are supporting an apprentice why not contact us about our Apprenticeships Suffolk Employer Mentoring Service.
- This service is designed to get you ready to employ an apprentice by ensuring that you have all the information you need to start and continue, supporting them for the duration of the apprenticeship and hopefully beyond.

## EMPLOYER PROCESS:

### STEP 1:

**Enquire for support and return completed Business Needs**

**Analysis form through to:**  
*apprenticeships@suffolk.gov.uk*

### STEP 2:

**Have an initial call with our Employer Advisor, covering;**  
*salary, job role, employer responsibilities, apprenticeship standards etc.*

**Draft a job description on the job role and return to employer advisor**

### STEP 3:

**Your vacancy will be launched across our platforms including our jobs page, social media and in our our Wednesday Weekly which is sent out to:**  
*participants, schools, job centres etc*

**If we receive any interest, we will send over CV's, cover letters for you to arrange interviews**

### STEP 4:

**Once successfully recruited we will guide you through next steps including:**

- *Registering the successful candidate(s) with our service*
- *Support nominating a Suffolk Training Provider*
- *Access to Apprenticeships grant application forms submitted*

**Check in email will be sent after one month of learning being opened**

# Apprenticeship Levy

## What is levy transfer?

Apprenticeships can be funded by a levy paying employer transferring up to 25% of their unused levy to a different employer.

Transferred funds are used to pay for 100% of the training and assessment costs of the apprenticeship up to the funding band maximum.

Transferred funds cover the cost of the whole duration of the apprenticeship.

## How to view Levy?

Employers may decide to transfer their levy to specific sectors or businesses. They may also choose to fund particular levels of apprenticeships.

Employers can advertise transfers with **four details**:

Type of  
Apprenticeship

Sector

Type of  
Apprenticeship

Location

## How to apply for a transfer?

You need an apprenticeship service account to apply for a transfer to fund an apprenticeship for your business.

Before logging into your account and starting the process you need to:

- *know which apprenticeship standard your apprentices will be undertaking*
- *know how many apprentices you need funding for*
- *know the location of where your apprentice will be working from*
- *know the expected apprentice start date*



## APPRENTICESHIPS SUFFOLK BUSINESS NEEDS ASSESSMENT

This form is available in other formats, PDF, large print, easy read, audio recording or braille.  
Please email [apprenticeships@suffolk.gov.uk](mailto:apprenticeships@suffolk.gov.uk) with your requirement.  
We endeavour to respond within 2 working days.

### Contact Details:

Date of form completion:	
Contact Name:	
Contact Number:	
Contact Email Address:	

### Business Information:

Registered Business Name:	
Trading Style:	<input type="checkbox"/> Limited <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Trader
Total number of Employees:	<input type="checkbox"/> 0-10 <input type="checkbox"/> 11-50 <input type="checkbox"/> 51-100 <input type="checkbox"/> 101-249 <input type="checkbox"/> 250+
Does your company pay a government apprenticeship or CITB apprenticeship levy?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Main Trading Address (including postcode):	
Registered Address (if different to Trading Address):	
Main Business Sector:	
Brief Company Overview:	

## Business Needs:

Current Business Needs:	
Has your business previously employed an apprentice?	<input type="checkbox"/> Yes, and it has been a positive experience. <input type="checkbox"/> Yes, but hasn't been a positive experience. <input type="checkbox"/> No, we have not had apprentices before.
Why are you considering employing an apprentice?	
What apprenticeship opportunities could you offer?	
What are your businesses skills and development needs?	

Apprenticeships Suffolk are committed to inclusive apprenticeships including:

- Individuals with an Educational Health Care Plan (EHCP)
- Individuals with diagnosed or undiagnosed neurodivergence.
- Individuals who require additional support with their mental health.
- Individuals with previous criminal convictions.

Do you have any concerns regarding employing an apprentice with any of the above additional needs?	<input type="checkbox"/> Yes, and would like to discuss further in our meeting. <input type="checkbox"/> No, I would be inclusive to all needs stated above when employing an apprentice.
Would your apprentice require a DBS check prior to their apprenticeship?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes, but we will support and finance this independently. <input type="checkbox"/> No <input type="checkbox"/> N/A
Would your apprentice be required to have a CSCS Card prior to their apprenticeship?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes, but we will support and finance this independently. <input type="checkbox"/> No <input type="checkbox"/> N/A

## Other Information:

Do you have a job description for the role?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure
Do you have a person specification for the role?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure
Would you be prepared to recruit using different ideas or methods? E.g., virtual tours, work experience, SWAPS?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure
Do you have someone in mind to mentor your apprentice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure



Do you see apprentices as an integral part of your business growth?

☐ Yes      ☐ No      ☐ Unsure

☐ Tick here if you do not wish to receive further information and updates from Suffolk County Council's **Into Work Team** which could be beneficial to your company. (Youth Pledge for Employers, Adult Learning Services or Multiply Suffolk)

Name:

Signature:

Any further questions or queries please contact [apprenticeships@suffolk.gov.uk](mailto:apprenticeships@suffolk.gov.uk)

**For the Apprenticeships Suffolk Team:**

Meeting Scheduled? (what date)

Teams or In-person?  
Site visit required??

Meeting notes:

Next Steps sent over:  
Agreed actions?

# Benefits of an Apprenticeship

## Benefits to your business for employing an apprentice

Align training to your business needs

Introducing fresh talent and ideas to your business

Boost staff loyalty and motivation

Recruiting new staff and upskilling current staff

Estimated yearly gain for employers is between £2,500 to £18,000 per apprentice during their training period.

Allows your business to source future managers and leaders

## Benefits of being an apprentice within a business

Paid full-time employment

High quality training

Pathway to a career

No student debt, tuitions fees or loans

Achieve a nationally recognised qualification

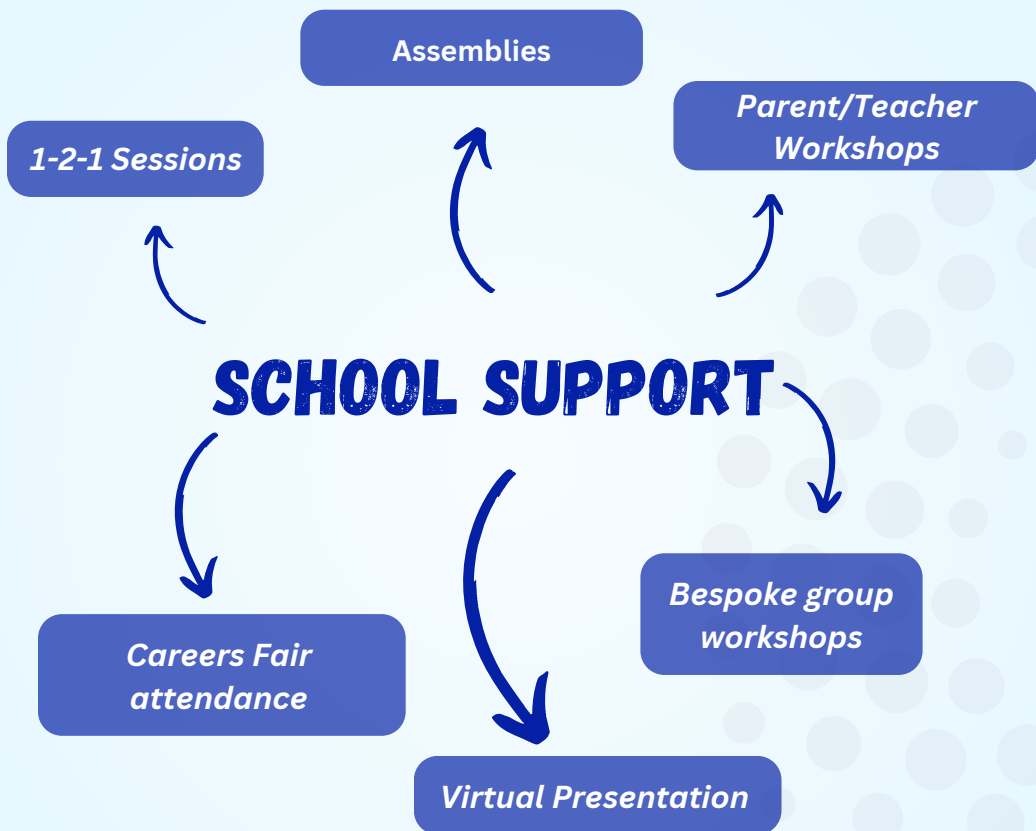
Chance to learn new skills or upskill

# **SCHOOLS SUPPORT**

## **HOW WE SUPPORT THE SCHOOLS IN SUFFOLK**

We try to engage with all schools within Suffolk with our 3-point plan.

This involves working with the students, teacher or parents, three times with any of our sessions below.



**To arrange a visit from the Apprenticeships Suffolk Team, we ask for a completed booking form to be sent with all details to your enquiry.**

# USEFUL LINKS

If you would like further support you can visit the below pages on our website:

[www.apprenticeshipsuffolk.org](http://www.apprenticeshipsuffolk.org)

## Employer Links

### Apprenticeship Information:

- Employing an apprentice
- How to register and use The Apprenticeship Service
- Find a training provider
- Apprenticeship Funding in England
- Higher Level Apprenticeships

### Incentives, Grants & Bursaries:

- Payments for hiring a young apprentice
- Access to Apprenticeships Grant
- CITB Apprenticeship Grant
- Finance and support for your business
- Apprenticeship Bursary for Care Leavers
- Introduction to Kickstart Multi-Agencies

### Guides:

- Levy Transfer – A quick guide – HASO

## Alternative Services Links

### Links:

- 'icanbea' – Careers advice
- The Source – A website for 16-24 year olds.
- Amazing apprenticeships – A leading organisation in the education sector, founded to tackle misconceptions about apprenticeships and promote the benefits.
- Volunteering Matters – Volunteer mentoring and work with young people
- Speakers for Schools – Our Home – Supporting young people into programmes
- Suffolk InfoLink – Explore thousands of activities, services and events across Suffolk
- Refugee Education UK – Education guidance for refugees entering the UK
- Education Welcome Project – Information for students from Ukraine
- Home – Youth Employment UK – Supporting young people into employment

## Apprentice Links

### Apprenticeship Information:

- Understanding Apprenticeships – A short video
- Become an Apprentice
- National Minimum Wage and National Living Wage rates – GOV.UK ([www.gov.uk](http://www.gov.uk))
- Apprenticeship Standards
- Higher Level Apprenticeships
- Careerpilot

### Searching for an apprenticeship:

- Find an apprenticeship
- UCAS apprenticeship vacancies
- Indeed
- Suffolk Jobs Direct
- National Careers Service

### Interview Resources:

- 1 CV: A Guide to Getting Started with Career Planning



# Apprenticeships Suffolk



**Suffolk**  
County Council



# Apprenticeships Suffolk



apprenticeships@suffolk.gov.uk



01473 263555



<https://apprenticeshipssuffolk.org/>



Apprenticeships Suffolk



Apprenticeships in Suffolk



@AppsInSuffolk



@apprenticeshipssuffolk