

## » Employers guide to apprenticeships



### The facts

Research has shown that companies investing in training are 2.5 times more likely to succeed. In a nationwide poll, the overwhelming majority of employers (92%) felt that apprentices made a valuable contribution to the business within six months of them completing their apprenticeship or earlier. The survey also found that businesses believed that investing in apprenticeships made them more competitive (80%), provided higher overall productivity (76%) and contributed to lower staff turnover (80%).

Source: Populus poll on apprenticeships (2008)

### What's the business benefit?

By taking on an apprentice, you are helping to ensure that your workforce has the practical skills and qualifications your business will need in the years ahead. A mixture of workplace and 'off the job' training means they learn the skills that are required.

### Improved productivity

Apprentices receive relevant training, specific to your business needs, so they can have an immediate effect and make a real contribution. As they are learning while they are earning, they gain continuously from the skills and experience of fellow staff members and their trainers.

**How can I find out more? » Call: 0117 953 3001 » Visit: [www.sandbaa.com](http://www.sandbaa.com)**

### What will it cost?

An apprentice is an employee and is paid a salary that reflects their skills, experience and age. The **minimum** salary payable is £95 per week.

If employing an apprentice between the ages of 16 and 18, their training is funded entirely by the Learning and Skills Council.

S&B Automotive Academy receives financial assistance from the Government towards the cost of an apprentice's training only. It starts to claim funding from the Government as soon as the apprentice starts the programme and this process continues over its duration. A quarter of the total funding is paid upon completion of the apprenticeship, so it's important that every effort is made to ensure that apprentices stay focused, supported and motivated.

### Does it involve loads of paperwork?

No. There is a requirement to ensure that the required assessments and records of evidence are compiled correctly and kept up-to-date but employers receive support and guidance on this process from S&B Automotive Academy. An assessor would be assigned to the business to monitor an apprentice's progress regularly, observe specific tasks being done in the workplace and plan future training.

An apprenticeship is designed to help the business in every way and it need not be a bureaucratic process.

## Motivated workforce

Apprentices are eager to learn and committed to making a difference. The extra responsibility from being an employee makes them feel more valued and improves loyalty to the business.

## Planning for the future

New advances are constantly challenging businesses to keep pace or catch up. Apprenticeships can help fill skills gaps and insure against those that are likely to arise.

## How does it work?

An apprenticeship is a work-based training programme, which is made up of a number of different qualifications. Most of the training and required assessment of an apprentice's competence is done in the workplace. This is complemented by a rigorous theoretical and practical learning process which is delivered by S&B Automotive Academy, either on a 'day release' basis each week or over a number of 'blocks' of days, which is at the discretion of the employer.



S&B Automotive Academy works with leading qualifications awarding bodies including: City & Guilds, Go Skills and IMI Awards, part of the Institute of the Motor Industry (IMI).

Throughout an apprenticeship, which takes up to three years to complete, an employer representative acts as a mentor to the apprentice and is the point of contact with the Academy, to support and guide them through the programme.

It's important for the employer to give the apprentice an induction into their role and provide on the job training. Employers are also responsible for the wages of apprentices. It is advisable for businesses to seek legal advice in relation to their rights as an employer, since apprentices are classed the same as other employees.

## How can I find an apprentice?

S&B Automotive Academy can help select, recruit and train the right apprentice(s) for your business. Prior to interview with an employer, all applicants go through a rigorous selection process to ascertain a candidate's aptitude, commitment, motivation and suitability.

S&B Automotive Academy is committed to making apprenticeships benefit both the apprentice and the employer. We make sure we fully understand the business and its objectives and requirements before beginning the process of selecting the most appropriate candidate(s). In the first instance, a thorough health and safety audit of the business is carried out, for risk assessment purposes.

If your business is interested in taking on an apprentice please contact us on 0117 9533001.

If you'd like to find out more about the value of apprenticeships and hear what others have to say, you can visit the Government's dedicated website at [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

***Our apprentices are the very future of our business, they are our succession plan. The skills they develop today will create the firmest foundations for MAN operator support and customer care going forward. Apprenticeships are a central part of the MAN business philosophy.***

John Davies, Head of Service  
MAN Truck & Bus UK