The Employer’s Guide To Hiring an Apprentice

With Amanda Chadwick
Date: 17/09/2025
Run Time: Approx 50 Mins

24/7 professional support for businesses, across Employment Law, HR and Health & Safety

Croner

The detail contained within this webinar is based on GB & Northern Ireland employment legislation.

Members in the jurisdictions of the Republic of Ireland, Jersey, Guernsey and Isle of Man are asked to please contact the Advice Service to obtain the information relevant to your jurisdiction.

Croner

Who Are Croner?

- One stop shop for employment law guidance
- We serve thousands of clients in different industries (care homes, financial sector, safety etc)
- Helping you safeguard your business

Croner

Croner Clients:

As a **Croner Client**, you have access to free advice and support by calling your dedicated helpline on **0808 145 3386**, please ensure to have your account number to hand.

0808 145 3386

Association & Partnership Members:

Through your **association membership**, you have access to **free advice and support** by calling your dedicated helpline on **0844 561 8133** or email **partnerships@croner.co.uk**

0844 561 8133

Croner

Today We Will Cover

- What you need to consider if you're thinking about hiring an apprentice
- The documentation you should have when hiring an apprentice
- The different ways you can support an apprentice and help them get the most out of working with you

Croner

Introduction To Apprenticeships

Croner

Overview

- Apprenticeships combine practical training in a job with study
- Apprentices spend at least 20% of their working hours completing classroom-based learning with a college, university or training provider
- An apprenticeship includes:
  - Paid employment with holiday leave
  - Hands-on-experience in a sector/role of interest
  - At least 20% off-the-job training
  - Formal assessment which leads to a nationally recognised qualification

Croner

Getting started – is your business ready?

- Consider how you will:
  - Provide essential on-the-job training, resources and facilities
  - Employ staff who coach and mentor the apprentice
  - Give the apprentice time to attend off-site training sessions
  - Have appropriate policies and procedures in place
  - Have the right contract
  - Find a suitable training provider/develop a training programme

Croner

Company Confidential

Choosing the right apprenticeship

- What does the apprenticeship come under?
  - Wales – framework
  - England – standard
  - Scotland – modern apprenticeship framework
- Must select one appropriate for your business
- Foundation Apprenticeships – New August 2025
- Research training providers

Croner

Company Confidential

New Foundation Apprenticeships

- Paid jobs with structured training in an entry level occupation (at Level 2)
- Designed for young people at the start of their career.
- Offer a clear progression route, enabling individuals to gain relevant employability skills and experience
- Can lead to more specific or advanced apprenticeships with the right experience

Croner

Company Confidential

Apprenticeship Funding – Apprenticeship Levy

- UK employers with an **annual pay bill of over £3 million** pay the levy at 0.5% of their total pay bill.
- Every employer who pays the levy has an apprenticeships service account where they can access levy funds to spend on apprenticeship training.
- Employers with a **total annual pay bill of less than £3 million** pay up to 5% of the cost of their apprenticeship training and the Government pays the rest. This 5% must be paid directly to your chosen training provider.
- Can't be used to pay apprentice wages, travel expenses, or costs associated with setting up an apprenticeship.

Croner

Company Confidential

Funding Rules 2025/26

- The Growth and Skills Levy introduced in April 2025 (Builds on old 2017 Apprenticeship Levy)
- Changes include:
  - Apprentices ages 19+ are no longer required to hold or achieve English and maths qualifications to pass their apprenticeship
  - From 1 August 2025, the minimum duration of an apprenticeship has been reduced to 8 months
  - The assessment process is being streamlined to enable more design and delivery flexibility

Croner

Company Confidential

POLL: How likely are you to consider hiring an apprentice for your workplace?

Croner

Recruiting an apprentice

- **Selection**: Decide on an apprenticeship that you'd like to offer within your business.
- **Training**: Find a training provider that offers training for the apprenticeship you've chosen.
- **Funding**: Check out whether your apprenticeship is eligible for training funding and additional payments.
- **Account**: Create an apprenticeship service account online to help manage funding and recruitment.
- **Advertise** : Start advertising your apprenticeship vacancy or give permission to your training provider to do this on your behalf.
- **Agreement**: Make an apprenticeship agreement and training plan once you've chosen your apprentice.

Croner

Company Confidential

Finding a training provider

- Delivers off the job training and organises qualification for apprentices
- Responsible for the 20% ‘off-the-job’ training
- Doesn’t have to be located near you as many are national and offer training at your workplace and online.
- Quality assured by an external body
- Need to pick one that aligns with your business

Croner

Company Confidential

Apprenticeship documentation

England – New Style Apprenticeship Agreement

- ‘Off-the-job’ training and ‘practical period’
- Must cover duration of apprenticeship

Scotland – Contract of Apprenticeship

- Traditional Apprenticeship

Wales – Old Style Apprenticeship Agreement

- Statement of skill/trade/occupation

Croner

Company Confidential

Inductions and beyond

- A good induction sets up the apprentice for success
- Provide practical information on duties, training, breaks, dress codes etc.
- Introduction to the wider team and who to contact with questions
- Manager's role crucial in guiding, supporting and providing feedback throughout the apprenticeship

Providing an EAP service can help your apprentice adjust to working life.
Contact Health Assured for more information

Croner

Company Confidential

Employment rights

England and Wales – employee status

- Normal disciplinary, capability and dismissal procedures can be applied
- Must take into account age and experience

Scotland – special status

- Dismissal only possible in limited circumstances
- McGrouther v Express Joinery Products

Our 24/7 Expert HR Advisors are available for any questions on managing apprentices

Croner

Company Confidential

Pay

- There are different rates of pay for apprentices depending on their age and what year of their apprenticeship they've completed.
- The contract of employment should make it clear what wage you'll pay your apprentice and for what hours.
- You must pay your apprentice for time spent training or studying for their apprenticeship.

Speak to our expert Payroll Advisors for more information

Croner

Company Confidential

Moving on from an apprenticeship

- Either move to permanent employment or dismissal
- Dismissal should be dealt with in good time-remember notice and call the Advice line before taking any action
- If they stay, continuous development remains important
- Can become and ambassador for your business, or even go onto train new apprentices one day

Croner

Company Confidential

Summary

- ✓ Taking on an apprentice can be a big step, but a rewarding one
- ✓ Selecting the right apprenticeship and training provider will ensure your apprentice learns and develops the skills you need in your business
- ✓ Making sure everything is in place before they start will make the transition into employment much easier to manage
- ✓ If you're applying the apprentice rate you will need to note important milestones such as the employee's 19th birthday or when they move into their second year (if over 19)
- ✓ If you're not able to offer your apprentice a permanent role, you will need to formally dismiss them

Croner

Next Weeks Session

Simple Steps to improve Equality, Diversity and Inclusion in the Workplace

2:30pm Wednesday 24th September

Croner

Croner Clients:

As a **Croner Client**, you have access to free advice and support by calling your dedicated helpline on **0808 145 3386**, please ensure to have your account number to hand.

0808 145 3386

Association & Partnership Members:

Through your **association membership**, you have access to **free advice and support** by calling your dedicated helpline on **0844 561 8133** or email **partnerships@croner.co.uk**

0844 561 8133

Croner

Croner

Thank you!

Any questions

Events@croner.co.uk

Quote: CGLW0234

Follow us