

Employer Toolkit 2024

halifax
opportunities
trust

Grow Your Business

with
Apprenticeships



apprenticeships

Welcome



Build skills and your workforce

Apprenticeships are growing in popularity and esteem, nationally. They are a legitimate, effective and mutually rewarding option for any employer looking to address skills gaps, grow their teams or support the career aspirations of their employees. Halifax Opportunities Trust works with over 20 employers throughout Calderdale to match them with apprentices at all ages and levels.

In this toolkit, you'll find information on the apprenticeships we offer, the benefits of apprenticeships for your businesses, as well as how we can support you throughout your apprenticeship journey.





Make an apprenticeship work for you

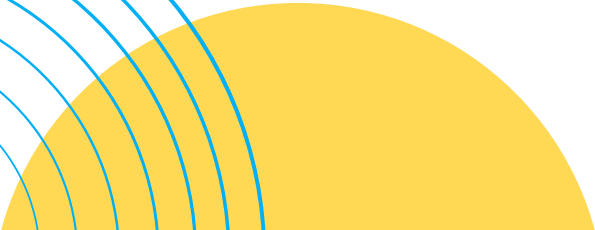
You can employ apprentices at many different levels, from school leavers to people who want to further their careers or change career direction completely. An apprentice can be any age, from aged 16 to 100+!

Hiring an apprentice is a productive and effective way for any organisation to grow talent and develop a motivated, skilled and qualified workforce.

- 86% of employers said apprenticeships developed skills relevant to their organisation
- 78% reported improved productivity.

Other benefits that apprenticeships contribute to your organisation include:

- 80% of employers see a significant increase in employee retention
- you can adapt the training your apprentice receives according to the needs of your organisation
- an apprenticeship allows you to diversify and freshen up your workforce
- you can employ an apprentice who's aged 16 up to any age and from any background



(source: [apprenticeships.gov.uk](https://www.apprenticeships.gov.uk) website)

Unlock Career Growth Opportunities

Qualifications to help you and your employees thrive

Give your organisation the boost it needs with an Apprenticeship programme. Give your employees the tools to climb the careers ladder, for a stronger and more skilful workforce with staying power.

HOT Learning offers training programmes in a range of framework levels to support you and your employees at each stage of your development or business plan. The Government has identified apprenticeships as a huge growth area for training and up-skilling staff also, as well as a key progression route after GCSEs.



86% of employers say apprenticeships developed skills relevant to their organisation

Build a Motivated Workforce

Grow your workforce and build a driven team that grows with you

Work-based apprenticeship programmes give you the opportunity to grow your workforce with enthusiastic and motivated workers. Taking on an apprentice can support your business growth and continuity plans, while offering an existing or new employee the opportunity to learn while they earn.

HOT Learning works with you to ensure the training your apprentices receive embeds work-based skills and your business values.

92% of companies that have taken on apprentices believe this leads to a more motivated and satisfied workforce



Your Responsibilities

As an employer to an apprentice there are a number of responsibilities to uphold. These may vary depending on the qualification, level and age of the apprentice - as well as whether you're taking on a new employee, or if an existing employee is working towards a qualification.

There must be a genuine job available with a contract of employment long enough for an apprentice to complete their apprenticeship. You must pay an apprentice's wages and the role must help them gain the knowledge, skills and behaviours they need to achieve the apprenticeship with support from your organisation.

You can select a training provider with experience in your sector and agree a total price for the cost of training and assessment. For an apprenticeship standard, this should include the cost of the end-point assessment which must be agreed with the provider selected from the Register of End-Point Assessment Organisations.



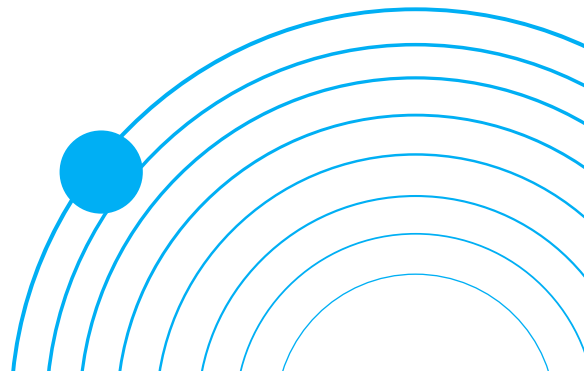
**78% of
employers
report
improved
productivity**



You need to have:

- an apprenticeship agreement in place with your apprentice for the duration of the apprenticeship
- a commitment statement signed by the apprentice, you (the employer) and us (the provider)
- a written agreement with us (the provider), for employers who pay the apprenticeship levy and use the apprenticeship service, you will need to have a contract for services with us
- an apprenticeship in place for at least one year
- the apprentice on the correct wage for their age, for the time they are in work, in off-the-job training and doing further study
- apprentices who are paid a wage consistent with the law for the time they are in work and in off-the-job training, updates on progression and average weekly hours and changes to working patterns must be logged and checked with the training provider.

The government is offering additional support to organisations with fewer than 50 employees. Please refer to the 'Apprenticeship Funding' section for more details.



Why HOT?

**In 2021 - 2022 we recorded
a 72% completion rate**

almost 20% higher than the 2021
national average

We are a well-established and highly regarded learning provider throughout West Yorkshire and work with a range of employers to deliver specialist Apprenticeships.

We are registered with the ESFA (Education & Skills Funding Agency) to deliver work-based apprenticeships.

Our Apprenticeships team delivers nationally recognised work-based training and qualifications that are offered from Level 2 to Level 5, in a range of early years, education, special education needs and childcare settings.





Quality Delivery

We follow the national standard set out by the government. Maintaining the Matrix Standard for over seven years is one of the ways we benchmark ourselves, as well as being directly registered with OFSTED

Local Service

We work with local employers, education bodies and suppliers to deliver apprenticeships across Calderdale and Kirklees. This means we are dedicated to working with local people and helping them find a match with local employers, offering work-based apprenticeships that suit both parties.



Specialist Expertise

Our team has experience in the fields of training, education and early years, which makes us specialists in the courses we provide. This means we have a deep understanding of the unique challenges, requirements and developments in the industry, so we can keep you up-to-date with anything that may impact your apprentices or programmes.



Social Value

Working with us as your preferred Apprenticeship provider not only ensures you have a specialist, local and high-quality training partner, but it supports your ongoing commitment to your CSR or ESG strategy.

We have a commitment to provide learning opportunities that build skills for life and employment, as part of our charitable objectives.



How we support you



We work with over 20 employers throughout West Yorkshire to match apprentices with work-based settings, and deliver a wide range of additional support.

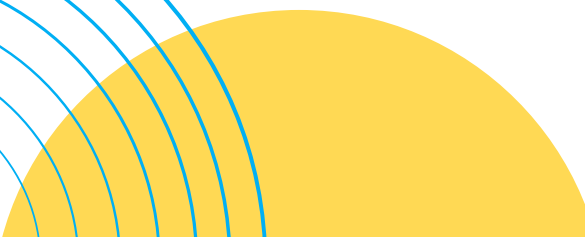


We've been providing apprenticeship training for over 10 years. In this time we've met and built strong relationships with a variety of organisations and businesses in the education and early years sector. Through our experience and the knowledge we have built, we have tailored our service to ensure employers receive the following support:

- **Online themed workshops**

Ensuring you have relevant knowledge of the apprenticeship framework will benefit both you and your apprentice. Our workshops are based on topics relevant to your industry and support you in providing the best environment for your learner(s).

- **Access to online portfolios**

Part of the academic work your apprentice will undertake involves building a portfolio. Much of this involves providing real-world examples to demonstrate applied learning. You will be given access to these, to gain insight into the requirements of the framework and learner progression.



- **Regular face to face visits from our experienced Tutors**

While we're just at the other end of the phone or an email away, our Tutors dedicate some of their time for employer visits. This ensures we can have open and honest discussions about our service and the learners we are supporting.

- **Annual Employer reviews**

To review all apprentice(s) progress, as well as your own, we schedule annual reviews to celebrate achievements and record areas for improvement.

- **Functional skill support**

If one of your apprentices is required to gain functional skills alongside their apprenticeship, our team is able to support with the relevant tools and advice.

- **Employer Forum**

As we work with a number of employers, we invite you to join our quarterly employer forum that takes place online. Here you can build your network and exchange experiences with fellow organisations delivering apprenticeship programmes.

Additional support

Alongside our standard support deliverables, we can also assist you with other aspects of learning, career development or business operations. These include:

- Support with further education
- Sign posting to free CPD training
- 1-1/ group support with IT

100%

of respondents in our recent employer survey said:

The learning experiences that HOT provides have a positive impact on the apprentice and their ability to contribute in the workplace.

Our Courses

The Apprenticeships we provide are nationally recognised work-based qualifications, from Level 2 to Level 5 in a range of early years, education, special education needs and care settings.

These qualifications vary in type, with Awards, Certificates and Diplomas available in various levels and professions.

- **Level 2:** Equivalent to five GCSEs at grade 9-4
- **Level 3:** Equivalent to two A-Levels
- **Higher Level 4:** Equivalent to an HNC, CertHE, Level 4 NVQ, or BTEC (equivalent to first year at university)
- **Higher Level 5:** Equivalent to an HNC, HND or Foundation Degree

Please use the grid opposite for an overview of our apprenticeships and training courses.

Level	Qualification type	Role/Title	Qualification	
Level 2	Certificate	Early Years Practitioner	Certificate (NCFE Cache Level 2 Early Years Practitioner)	
Level 3	Award	Special Educational Needs (SENCo) Coordinator in Early Years Settings (EYS)	Award (NCFE CACHE Level 3 Special Educational Needs Coordinators in Early Years Settings)	
	Certificate	Understanding Playwork	Certificate (NCFE CACHE Level 3 in Understanding Playwork)	
	Diploma	Early Years Educator	Early Years Educator	Diploma (NCFE Cache Level 3 Early Years Educator)
		Teaching Assistant	Teaching Assistant	Diploma (NCFE Cache Level 3 in Specialist Support for Teaching and Learning in Schools (QCF))
		Business Administration	Business Administration	Diploma (NCFE Cache Level 3 in Business Administration)
		Playworker	Playworker	Diploma (NCFE CACHE Level 3 in Playwork)
Level 4	Diploma	Children, Young People & Families Practitioner	Diploma (NCFE Cache Level 4 in Children, young people, and families practitioner (community))	
Level 5	Diploma	Early Years Lead Practitioner	Diploma (NCFE Cache Level 3 Early Years Lead Practitioner)	



Apprenticeship Funding

As an employer, you can get additional help with funding an apprentice from the government.

The government asks large businesses to pay an Apprenticeship Levy. The purpose of the levy is to encourage large businesses to employ and train staff using apprenticeships. The levy also generates funds to subsidise the cost of apprenticeship training for smaller businesses.

Does your company pay the levy?

- Yes, if you have an annual payroll of over £3million
- Approximately 2% of businesses in the UK pay the levy
- 0.5% of your annual pay bill is automatically placed into your online Apprenticeship Levy pot on a monthly basis by HMRC, topped up by 10% from the government.
- Levy-payers must use the Government's online apprenticeship service to manage apprenticeships and payments.



Non-levy payers

- Your company doesn't pay the levy if its annual payroll is less than £3million
- Approximately 98% of businesses in the UK don't pay the levy
- Non-levy payers pay just 5% of the apprenticeship training costs (plus VAT in some circumstances)
- The government pays the remaining 95% of the costs

All employers will use the online apprenticeship service to manage and pay for apprenticeship training. You will be invoiced for your 5% contribution by your training provider.

Transfer levy funds

Levy-paying organisations are able to transfer 25% of their unspent levy funds to other, smaller paying businesses. This can be to any business (levy or non-levy) or a government approved Apprenticeship Training Agency.

Most organisations that transfer funds do so to help their supply chain or SMEs access training they couldn't otherwise afford.

Essentially, a transfer means you don't have to contribute to the cost of apprenticeship training. It also gives you the choice of all the providers listed on the Register of Apprenticeship Training Providers.




Further Funding and support

- Employers are not required to pay National Insurance Contributions for apprentices under the age of 25 on earnings below the higher tax rate of £827 a week (£43,000 a year).
- £1,000 payment to both you and the learning provider when you train a 16- to 18-year-old.
- £1,000 payment to both you and the learning provider when you train a 19- to 24-year-old, who has previously been in care or who has a local authority, education, health and care plan.

HOT Learning and Apprenticeships can support you with the transfer of levy funds. We often work with a number of large organisations that are able to transfer their unspent funds, so the apprenticeships we deliver are completely funded.

Learn more in the case study opposite...

**Case
Study**



Collaboration Opportunities Boost Calderdale Apprenticeships

HOT Learning & Apprenticeships collaborate with Covéa Insurance to support work-based learning

HOT Learning and Apprenticeships is working with Covéa Insurance, to fund work-based apprenticeship courses via levy transfer. The collaboration means that Covéa's unspent levy funds can be transferred to HOT, to support the delivery of apprenticeships in Early Years; a profession that is currently under national shortage.

The need for Early Years apprentices is critical. There is a significant scarcity in people taking on early years career opportunities across the country, which is having a detrimental affect on small businesses that are already struggling to recover from the impact of the pandemic.

The HOT Learning and Apprenticeship team has initiated a pilot to establish Collaboration Opportunities and connect with local and regional levy paying firms that have unspent funds, in order to transfer these to smaller businesses and support local people with essential skills that are in high demand.

Collaboration Opportunities

Through the Collaboration Opportunities pilot, we've been able to support HOT Children's Centres by recruiting three apprentices and funding their qualifications; connecting levy payers like Covéa Insurance with SMEs looking for financial support to upskill and build their workforce.

Louise Kenyon, Graduate and Apprenticeship Recruitment Partner

comments: *'At Covéa Insurance, our aim is always to make a positive difference to people's lives; for our customers, employees, suppliers, business partners and the wider communities we serve. This is why, when Halifax Opportunities Trust approached us, we jumped at the opportunity to transfer some of our unused apprenticeship levy funding to support with their ongoing projects.'*

“ I appreciate being given the opportunity to develop skills and knowledge to gain further qualifications, which are helping develop my career.

Apprentice funded via pilot

”

CO
vea Insurance

What our partner organisations say...

“ They listen and model the delivery to meet the needs of the learners and employers

“ I feel I have accumulated a lot of knowledge from the SEN programme, which then helped me with my related unit and also with my day to day job at the school.

“ Communicates, engages and ensures they deliver quality training

“ Communication and support for the apprentice is very good and enables all parties to have a good understanding.

How employers rate us....

100%

Of respondents
answered 'yes'



We asked if the learning experiences that HOT provides have a positive impact on the apprentice and their ability to contribute in the workplace.

We asked how well we communicate to ensure strong links are established between the training at work and via the apprenticeship.



87%

of respondents answered with either 'a great deal' or 'a lot'

87%

Of respondents answered 'Very likely' or 'Likely'



We asked how likely employers are to recommend Halifax Opportunities Trust's Learning & Apprenticeships to other employers?

**9 OUT
OF 10**

Is the average score we received from employers when rating overall experience

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