

BPIF

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# BPIF EMPLOYER GUIDE

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## INTRODUCTION

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The BPIF is the principal business support organisation representing the UK print, printed packaging and graphic communications industry. We provide business support services, training and sector representation services to over 1,200 businesses that employ over 60,000 staff. Our sector experience is unrivalled.

Our comprehensive range of over 200 services is tailored to the requirements of the sector, and actively contributes to our members' success. As a member owned not-for-profit organisation, everything we do, from training to health and safety to business improvement advice is designed to help our members:

- Raise their profitability
- Improve their profile
- Reduce their costs
- Increase their turnover

We recognise that business is about people, so we act as a hub to bring people together and widen networks, whether that's at our industry leading social events, through interaction in our special interest groups or at our sector specific training and development workshops.

The BPIF is here to help you achieve more in your role, and to help you make your organisation more successful. BPIF are the leading training provider for the printing, packaging and graphic communications industry. We provide training and qualifications at all levels so your staff can realise their true potential, and you can fill any skills gap in your business.

We believe the future of the industry depends on the quality of the people working within it. To be successful in such a thriving, dynamic and fast changing sector, print needs not only experienced but also well trained and motivated employees. Over 500 learners are involved in our training programmes.

Charles Jarrold



Chief Executive

## THE VALUE OF APPRENTICESHIPS

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### WHAT IS AN APPRENTICESHIP?

An apprenticeship is a genuine job with an accompanying assessment and skills development programme. It is a way for individuals to earn while they learn, gaining valuable skills and knowledge in a specific job role. The apprentice gains this through a wide mix of learning in the workplace, formal off-the-job training and the opportunity to practise new skills in a real work environment. Apprenticeships benefit employers and individuals, and by boosting the skills of the workforce they help to improve economic productivity.

### STRENGTHEN AND DIVERSIFY YOUR BUSINESS

Apprenticeships are for ambitious people of all ages who want to earn while they learn, gaining real skills and knowledge. They offer employers the opportunity to strengthen and diversify their workforce, providing a future talent pipeline tailored to business needs.

An apprenticeship is first and foremost a job. It comes with substantial training and the development of transferable skills, which are beneficial to both the employer and the employee. Some of the training is on-the-job working with a mentor to learn job-specific skills in the workplace. Off-the-job training will depend on the occupational area, the training organisation and the requirements and wishes of the employer but must be at least 20% of the apprentice's working time.

Apprenticeships are available in 1,500 occupations across 170 industries to businesses of all sizes, lasting between 12 months and 5 years. Apprentices bring enthusiasm and a fresh perspective, so it's no surprise that 89% of employers say they make their business more productive. With the expansion of higher and degree apprenticeships, businesses can now access the higher-level technical skills vital to business performance and growth.

Apprenticeships also bring opportunity; to attract new talent, offer progression and develop a motivated, skilled and qualified workforce. They can also help lower recruitment costs; 75% of apprentice employers have found this to be the case and 80% say that apprenticeships will play a bigger part in their future recruitment plans.

### HOW DO THEY WORK?

Apprentices must spend at least 20% of their time on off-the-job training. However, they may need more than this if, for example, they need training in English and maths. It is up to the employer and training provider to decide how the off-the-job training is delivered. It may include regular day release, block release and special training days or workshops. It must be directly relevant to the apprenticeship standard and in most cases can be delivered at the apprentice's normal place of work as long as it is not part of their normal working duties. It can cover practical training such as shadowing, mentoring, industry visits and attending competitions.

On-the-job training helps an apprentice develop the specific skills for the workplace and they should be supported by a mentor.

Once an apprentice completes their apprenticeship they should be able to demonstrate that they can perform tasks confidently and completely to the standard set by industry.

## THE VALUE OF APPRENTICESHIPS

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### APPRENTICESHIP LEVELS

There are various levels of apprenticeship available.

NAME	LEVEL	EQUIVELANT EDUCATIONAL LEVEL
Intermediate	2	5 GCSE Passes
Advanced	3	2 A Level Passes
Higher	4, 5, 6 and 7	Foundation Degree and above
Degree	6 and 7	Bachelor's or Master's Degree

### WHO ARE THEY FOR?

Apprenticeships are no longer just for 16 to 24 year olds, anyone regardless of age or previous qualifications can now become an apprentice.

Individuals over the age of 16, spending at least 50% of their working hours in England over the duration of their apprenticeship and, not in full-time education, can apply for an apprenticeship. Employers can offer apprenticeships to new entrants or use them to grow talent among current employees. Apprenticeships equip individuals with the necessary skills, knowledge and behaviour they need for specific job roles, future employment and progression.

Where a genuine need exists i.e. there is a skills gap within your organisation, you can also train and develop your current employees. By upskilling your staff, you can help them progress their career and increase confidence. Investing in your staff can be financially rewarding, as they are more efficient than new recruits and will increase productivity. Upskilling your workforce can also increase staff motivation.

### EMPLOYER RESPONSIBILITIES

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

Employers need to have:

- An apprenticeship agreement in place with their apprentice for the duration of the apprenticeship
- A commitment statement signed by the apprentice, their employer and the provider

For employers who pay the apprenticeship levy and use the apprenticeship service, they will need to have:

- A contract for services with their main provider
- 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. For more details visit: <https://www.apprenticeships.gov.uk/>

## THE APPRENTICESHIP LEVY

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If you're an employer with a pay bill of more than £3 million a year, you must pay the apprenticeship levy from 6 April 2017. Read guidance on how to pay the apprenticeship levy - <https://www.gov.uk/guidance/pay-apprenticeship-levy>.

You will report and pay your levy to HMRC through the PAYE process. The levy will not affect the way you fund training for apprentices who started an apprenticeship programme before 1 May 2017. You'll need to carry on funding training for these apprentices under the terms and conditions that were in place at the time the apprenticeship started.

Less than 2% of UK employers pay the levy. Levy funds will create opportunities for young people across the country, delivering the skills British businesses need. The levy will give employers control of their training. Employers will agree a total price for each apprenticeship, which includes the costs of training and assessment. In England\*, the government will top up employers' levy with an extra 10%, paid directly to employers' apprenticeship accounts. An employer's pay bill is made up of the total amount of the employees' earnings that are subject to Class 1 National Insurance contributions, such as:

- Wages
- Bonuses
- Commissions
- Pension contributions

Employers have 24 months to use their funds once they enter their apprenticeship service account, after this point, their funds will expire. The funds expire to encourage levy paying employers to invest in high-quality training and assessment and to prevent levy payers from accruing very large balances.

## WHAT ABOUT NON-LEVY PAYING EMPLOYERS?

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Employers with a pay bill of less than £3 million a year do not need to pay the levy.

From 1 April 2019 for non-levy paying employers' new starts in England, at least 95% of the apprenticeship training and assessment costs will be paid for by the government. We ask these employers to make a 5% cash contribution (co-investment) to the cost, paid direct to the provider. The government will cover the remainder up to the agreed funding band maximum for the chosen standard.

## WHAT APPRENTICESHIPS DO BPIF OFFER?

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Apprenticeship programmes are available through the BPIF in the following occupation areas and levels:

APPRENTICESHIP	LEVEL	STANDARD	FUNDING BAND	TYPICAL DURATION
Print and Printed Packaging - Print Standard	3	Standard	£12,000.00	30 months
Team Leader/Supervisor	3	Standard	£4,500.00	24 months
Operations/Departmental Manager	5	Standard	£7,000.00	30 months
Customer Service Practitioner	2	Standard	£3,500.00	18 months
Customer Service Specialist	3	Standard	£4,000.00	18 months
Business Administrator	3	Standard	£5,000.00	18 months
Digital Support Technician	3	*Standard	£13,000.00	24 months
Lean Manufacturing Operative	2	Standard	£6,000.00	18 months

\*Delivered from September 2020

## 20% OFF-THE-JOB TRAINING

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### WHAT IS AN OFF-THE-JOB TRAINING?

The definition of 'off-the-job training' is set out in the ESFA apprenticeship funding rules and is reproduced below:

"Off-the-job training is a statutory requirement for an English apprenticeship. It is training which is received by the apprentice, during the apprentice's normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the approved apprenticeship referenced in the apprenticeship agreement. By normal working hours we mean paid hours excluding overtime.

"It is not on-the-job training which is training received by the apprentice for the sole purpose of enabling the apprentice to perform the work for which they have been employed. By this we mean training that does not specifically link to the knowledge, skills and behaviours set out in the apprenticeship."

### WHY MUST OFF-THE-JOB TRAINING BE CONDUCTED DURING THE APPRENTICE'S NORMAL WORKING HOURS?

An apprenticeship is a work-based programme. The training is required to help the apprentice become fully occupationally competent in the workplace. Therefore, it is reasonable that the apprenticeship should be delivered during the apprentice's normal working hours. It is not appropriate, and would be unfair, to expect an apprentice to undertake the apprenticeship in their own time, in addition to their job role.

If training must, by exception, take place outside of the apprentice's normal working hours, e.g. in an evening or at a weekend for an apprentice that normally works Monday to Friday between 9-5, we would expect this to be recognised, for example through time off in lieu or by an additional payment to the apprentice.

### WHAT CAN BE INCLUDED IN OFF-THE-JOB TRAINING?

The following are activities that can be included in Off the Job Training plan:

- Any learning that enables them to work towards their apprenticeship standard or enables them to work towards the completion of their Apprenticeship.
- Lectures
- Online learning
- Shadowing
- Mentoring
- Industry Visits
- Conferences
- Practical Training
- Assignment writing
- Research
- Vendor/Supplier Training
- Training in the workplace that is relevant to the apprenticeship

More information, guides and examples are available online -

<https://www.gov.uk/government/publications/apprenticeships-off-the-job-training>



## 20% OFF-THE-JOB TRAINING

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### WHAT DOESN'T COUNT?

The apprenticeship funding rules state that off-the-job training does not include:-

“Training to acquire knowledge, skills and behaviours that are not required in the standard;

“Progress reviews or on-programme assessment required for an apprenticeship standard,

“Training which takes place outside the apprentice’s normal working hours, or “English and maths (up to level 2) which is funded separately.”

### WHEN MUST ON THE JOB TRAINING TAKE PLACE?

Before the apprenticeship starts we will agree with you how we are going to deliver and record Off the Job Training and this will be recorded in the Apprentices Commitment Statement.

We can be flexible in how we plan the training – 20% doesn’t mean once a week but can be spread across the programme, front loaded or delivered in blocks during the programme.

### WHAT IF MY APPRENTICE DOES NOT REQUIRE 20% OFF-THE-JOB TRAINING?

If the apprentice does not require 20% off-the-job training, for at least the minimum training duration of 12 months, then they are not eligible for the apprenticeship programme. The apprenticeship programme is about upskilling an individual not accrediting existing skills. To be eligible for the programme the individual must need significant new learning to be delivered to them, which complies with the minimum threshold.

### 20% OFF-THE-JOB TRAINING KEY FACTS

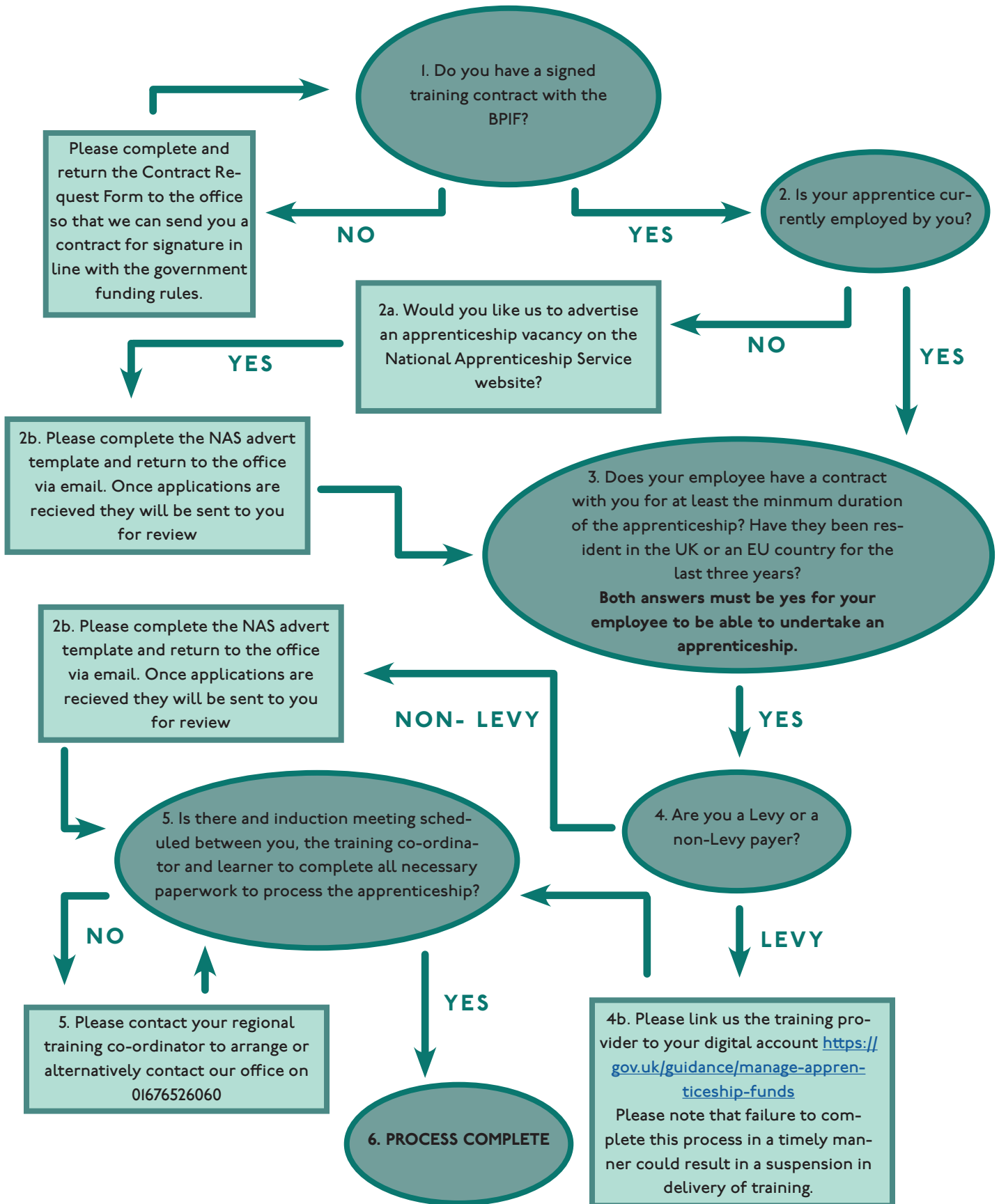
- Off-the-job training must make up at least 20% of the apprentice’s contracted hours, over the total duration of the apprentice’s planned training period
- OTJ Training can be delivered at the apprentices normal workplace or at an external location
- Progress reviews and on programme assessments do not count towards 20% off-the- job training, as they do not deliver new knowledge, skills and behaviours.
- If needed, English and maths training must be on top of the 20% off-the-job training requirement.

## 20% OFF-THE-JOB TRAINING

### OFF-THE-JOB TRAINING: MYTH VS FACT

<p>“My apprentice will spend a lot of time away from the workplace”</p>	<ul style="list-style-type: none"> <li>• Apprenticeships are about upskilling an individual. Reaching occupational competency takes time. Many employers and apprentices have praised the positive effect off-the-job training has on their productivity and apprentices feel valued by the significant investment in their training.</li> <li>• Off-the-job training must be away from the apprentice’s normal working duties and must teach new knowledge, skills and behaviours relevant to their specific apprenticeship.</li> <li>• It can be delivered flexibly, for example, as a part of each day, one day per week, one week out of five or as block release.</li> <li>• You may already have existing training programmes or materials you can use to deliver elements of the apprentice’s off-the-job training.</li> </ul>
<p>“Off-the-job training must be delivered by a provider in a classroom, at an external location”</p>	<ul style="list-style-type: none"> <li>• This is not true. Off-the-job training can be delivered in a flexible way. This can be at the apprentice’s usual place of work, or at an external location. It can include for example, the teaching of theory, practical training and writing assignments.</li> <li>• Providers have developed a range of delivery styles to suit employer and apprentice needs. Employers should work with them to decide when and where off-the-job training should take place and who is best placed to deliver it.</li> </ul>
<p>“I need to document all of the apprentice’s off-the-job training”</p>	<ul style="list-style-type: none"> <li>• A commitment statement must be in place from the beginning of the apprenticeship, setting out the training content an apprentice will receive and which elements count towards the off-the-job training. The apprentice’s evidence pack needs to demonstrate what training has been delivered against the commitment statement.</li> </ul>
<p>“English and maths counts towards the 20% requirement for off-the-job training”</p>	<ul style="list-style-type: none"> <li>• This is not true: English and maths does not count towards the 20% off-the job training.</li> <li>• Apprenticeships are about developing occupational competency and they are designed on the basis that the apprentice already has the required level (level 2) of English and maths. Training for English and maths must be on top of the 20% off-the-job training requirement.</li> </ul>
<p>“Off-the-job training can be done in the apprentice’s own time”</p>	<ul style="list-style-type: none"> <li>• An apprenticeship is a work-based programme so all off-the-job training must take place within the apprentice’s paid contracted hours. If planned off-the-job training is unable to take place, it must be rearranged.</li> <li>• Apprentices may choose to spend additional time training outside paid hours, but this must not be required to complete the apprenticeship.</li> </ul>

## GETTING STARTED



## USING THE APPRENTICESHIP SERVICE

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Through the apprenticeship service on GOV.UK employers can plan and manage their apprenticeship programme, giving them greater control over their apprenticeships and account funds. The apprenticeship service is made up of different platforms:

- [Estimate my apprenticeship funding](#) allows employers to calculate whether they will pay the apprenticeship levy or not, and how much they will have available to spend on apprenticeships. It also shows all employers how much the government will contribute towards the cost of training.
- [Find apprenticeship training](#) gives employers easy-to-digest information on the choices available to them. They can easily search for and find a standard and training provider, and compare one provider with another.
- [Recruit an apprentice](#) is a new platform through which training providers and employers can post vacancies and manage applications for apprenticeships and traineeships.
- [Find an apprenticeship](#) and Find a traineeship are the recruitment sites that enable employers to advertise their vacancies for free and find candidates who match their criteria.
- [Manage apprenticeships](#) allows registered employers to view their account balance, manage their apprentices and approve funds to pay for their apprenticeship training.

To start off, we suggest visiting <https://www.gov.uk/guidance/manage-apprenticeship-funds> for information on How to register and use the apprenticeship service as an employer.

<https://manage-apprenticeships.service.gov.uk/> - Once you've read the guidance, you can register your account here

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All new apprenticeship starts, for employers of all sizes, will be managed through the apprenticeship service from 1 November 2020. Until 31 October 2020 smaller employers will continue to be able to access apprenticeships through the apprenticeship service or via existing procured contracts held by training providers (as well as via transferred funds from employers who pay the apprenticeship levy).

## RESERVATION OF APPRENTICESHIP FUNDS

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If you are a non-levy payer, you may wish to reserve funding once you have registered on the Apprenticeship Service.

Employers who do not pay the apprenticeship levy will be able to reserve funding for apprenticeship standards from January 2020. Initially, employers will be limited to three 'active or used' reservations at any given time. This will allow us to test the operation of 'reserve my funding' on the apprenticeship service in a controlled way and ensure it is meeting the needs of users.

- An 'active' reservation is where the reservation has not yet turned into a commitment and has not yet expired;
- A 'used' reservation is where the reservation has been turned into a commitment.

Reserving funds is an action that must be undertaken by an employer prior to recruiting an apprentice or confirming a start date with an existing employee. The employer may give a provider their permission to do this on their behalf through the apprenticeship service.

Each reservation is linked to an employer and their account. If a provider reserves the funds on behalf of the employer, the employer can still use this reservation with any provider. The employer can change the provider at any time up to the point of turning the reservation into a commitment.

Once a reservation has been made, funds are guaranteed for that apprenticeship, subject to the reservation being turned into a commitment, and all other eligibility criteria being met as detailed in the Apprenticeship Funding Rules. This will be the eligibility criteria that is in place at the time the apprentice starts on programme and not when the reservation is made.

### RESERVING FUNDS - YOUR 8 STEP GUIDE

1. You need your Government Gateway User ID and Password (ID is 12 digits long)
2. Create an account – go to <https://accounts.manage-apprenticeships.service.gov.uk/service/>
3. Set up as User – very easy (name, email address, create password)
4. You are sent a verification email – enter code in email on website
5. Add your PAYE scheme through your Government Gateway reference
6. Accept your agreement
7. You are now registered with an account – sign in at [https://beta- login.apprenticeships.education.gov.uk/](https://beta-login.apprenticeships.education.gov.uk/)
8. Then:-
  - A. Scroll down to 'Finances'
  - B. Select 'Your Funding Reservations'
  - C. Reserve funding for your chosen apprenticeship
  - D. Select a start date e.g. Mar – May 2020

## TRANSFER OF APPRENTICESHIP FUNDS

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Employers who [pay the apprenticeship levy](#) and have unused apprenticeship funds can find employers who want to receive a transfer in a number of ways. For example, you could:

- Work with employers you currently work with
- Get in touch with other employers in your industry
- Get in touch with an Apprenticeship Training Agency (ATA)
- Work with regional partners

From April 2019, levy-paying employers can transfer a maximum amount of 25% of their annual funds. They can make transfers from their apprenticeship account to as many employers as they choose.

Transferred funds will be used to pay for the training and assessment cost of the apprenticeships agreed with the receiving employer.

Sending and receiving employers need to know that:

- Funds are paid monthly for the duration of the apprenticeship
- Only levy-paying employers can make a transfer
- Any employer can receive and use transferred funds
- Sending and receiving employers have to be registered on the apprenticeship service
- A transfer can only be used to pay for training and assessment for apprenticeship
- Standards
- Transfers can only be used for new starts, except where the apprentice is changing
- Employer and an agreement to continue their apprenticeship with their new employer is through a transfer of levy funds

### HOW TO START A TRANSFER

The sending employer and the receiving employer need to first agree the details of the transfer of funds; for example, which apprenticeship standard, how many apprentices, the cost.

Once both employers are [registered on the apprenticeship service](#) the following must be done in their accounts to complete a transfer:

- Connect with each other
- Receiving employer to add the apprentice details
- Confirm the transfer

For more information please visit - <https://www.gov.uk/guidance/transferring-apprenticeship-service-funds>

## WRITTEN AGREEMENTS WITH EMPLOYERS

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Both Levy and Non-Levy Employers must have a written agreement with the BPIF signed prior to any Apprenticeship commencing.

The written agreements will clearly describe all services provided and the associated costs. This includes a list of specific costs for quality monitoring activities and specific costs for any other support activities offered.

If you would like to see a blank template of the Written Agreement Template, please contact your regional training co-ordinator to arrange or alternatively contact our office on 01676 526 060.

## FREQUENTLY ASKED QUESTIONS

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### WHO CAN DO AN APPRENTICESHIP?

Anyone can undertake an apprenticeship as long as they meet the government funding rules specifications and they are not in full time education. School leavers cannot start until after the last Friday in June of the academic year in which they have their 16th birthday.

### WHAT QUALIFICATIONS DO I NEED TO ENROL ON AN APPRENTICESHIP?

None – we encourage employers to look beyond academic qualifications as some learners have a real desire to work and learn on the job. All apprentices must achieve, if they have not already done so, English and maths functional skills. The BPIF Training Co-ordinators will assist learners if necessary.

### CAN EXISTING STAFF JOIN AN APPRENTICESHIP PROGRAMME?

Yes, provided that during the apprenticeship they will learn substantive new skills. Rules around 20% off the job training still apply and this will need to be considered when choosing the apprenticeship route as an option.

### HOW MUCH WILL IT COST?

The cost of an apprenticeship varies and will depend upon whether or not your company is a levy or non-levy company.

A levy company (payroll is greater than £3m) will link the training provider to their digital levy account so that monthly instalments can be deducted for the training delivery. Levy companies contribute from their levy pot. A non-levy company will have to pay an employer's contribution of 5% between £175 - £600 dependent upon the apprenticeship being undertaken. This is a one off payment for the whole course.

The funding bands for the Apprenticeships BPIF offer are shown on pg.6 of this guide.

These are individual prices and reductions in cost may be negotiated. i.e. if your Apprentice has already completed a Level 2 Apprenticeship and is starting a Level 3 course, or has sufficient prior knowledge that reducing the term of the course would be appropriate.

## FREQUENTLY ASKED QUESTIONS

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### DO I NEED TO SIGN A CONTRACT?

Yes! Both Levy and Non-Levy Employers must have a written agreement with the BPIF signed prior to any apprenticeship commencing.

If you would like to see a blank template of the Written Agreement Template, please contact your regional Training Co-ordinator to arrange or alternatively contact our office on 01676 526 060.

### DO I NEED TO PAY IT ALL AT ONCE?

Non-Levy employers can negotiate the frequency of payments.

Typically, we request an up-front complete payment although we are happy to negotiate and arrange for payments by direct debit.

If no payments are received within 28 days of Apprenticeship training commencing, we reserve the right to suspend training.

### HOW MUCH TIME WILL BE NEEDED FOR TRAINING?

Apprentices need to receive off the job training for 20% of their time on programme. The rest of their time is spent with you carrying out the job role and becoming a valuable part of your workforce.

### WHO CAN APPLY FOR AN APPRENTICESHIP?

If you are currently employed you can start an apprenticeship with the agreement of your employer. Employers will also specifically recruit apprentices.

### HOW DOES AN APPRENTICESHIP COMPARE TO GOING TO COLLEGE?

The BPIF offer apprenticeships starting at level 2 and progress to level 5 which means you can achieve a fantastic recognised qualification with lots of on the job experience whilst earning a wage.

- Intermediate – equivalent to 5 GCSE passes
- Advanced – equivalent to 2 A Level passes

### HOW LONG DOES AN APPRENTICESHIP LAST?

This will depend upon the apprenticeship that you undertake:

- Level 2 – 18 to 24 months
- Level 3 – 24 to 30 months
- Level 5 – 30 to 36 months

### WILL I HAVE TO TAKE ANY EXAMS?

If you undertake an apprenticeship standard you will have to take an End Point Assessment. This consists of 3 elements; portfolio evidence, competency based interview and professional discussion/observation.

### ARE THERE ANY MONETARY INCENTIVES TO TAKING ON AN APPRENTICE?

If you are a small employer, a company with 49 or less employees, and you take on an apprentice aged 16 – 18 you will not have to pay the 5% employer incentive.

Any employer employing an apprentice aged 16 – 18 will receive an incentive payment of £1k payable in 2 instalments of £500, the first after 3 months and the second after 12 months of the programme. The apprentice must still be in learning at these points. (cont.)



## FREQUENTLY ASKED QUESTIONS

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### ARE THERE ANY MONETARY INCENTIVES TO TAKING ON AN APPRENTICE? (CONT.)

New Government Incentives – Incentives for employers who employ new apprentices from August 2020 to January 2021:

- 16-18 £2k
- 19-24 £2k
- 25+ £1.5k

Please note that if you are intending to take advantage of the new government incentive payments, employers must link to the Digital Apprenticeship Service. Details on how to do this can be found page 14 of this document. You will also need to link us as the training provider using our UKPRN which is I0000929.

### WHAT ARE MY RESPONSIBILITIES AS AN EMPLOYER?

Apprentices have the same rights as any other employee and should be treated in line with the company's policies and procedures.

## ADDITIONAL BENEFITS

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### EMPLOYEE RIGHTS AND RESPONSIBILITIES

For new entrants into work, it is important that all employees understand their Employee Rights and Responsibilities (ERR) and we ensure that the apprentice learns about the organisation for which they work, their responsibilities within that organisation and the responsibilities of their employer. They gain a general understanding of their rights and responsibilities as an employee and understand the range of employer and employee statutory rights and responsibilities under Employment Law. This should cover the apprentice's rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010, and Health and Safety legislation, together with the responsibilities and duties of employers.

### EQUALITY AND DIVERSITY AWARENESS

At the BPIF, we wholeheartedly support the principles of equal opportunity and diversity for all, including but not limited to: employees, subcontractors, partners and customers. Recognising that – as future employers, managers and employees – apprentices need the skills and knowledge to equip them to deal with equality and diversity correctly, both in the workplace and in their everyday life. Your BPIF Training Co-ordinator will discuss equality and diversity with the apprentices during their visits.

### SAFEGUARDING

At the BPIF we are committed to the protection and safeguarding of young people and vulnerable adults within our care and we expect all our employees and associates to share this commitment.

This is especially important when young people and vulnerable adults are in employment as part of their apprenticeship or training programme. (cont.)

## ADDITIONAL BENEFITS

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### SAFEGUARDING (CONT.)

We recognise the need for vigilant awareness of safeguarding issues. All our Training Co-ordinators have appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out. Staff, learners and parents/guardians should feel secure that they could raise any issues or concerns about the safety or welfare of young people and vulnerable adult learners and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of safeguarding by demonstrating zero tolerance of abuse and other harmful behaviours, promoting the welfare of young people, vulnerable adults and protecting staff. All BPIF Training Co-ordinators regularly undergo advanced Disclosure & Barring Service (DBS) checks.

If you have any concerns please speak with your dedicated Training Co-ordinator or contact our Designated Safeguarding Officer (DSO), Andrew Bracey at [andrew.bracey@bpif.org.uk](mailto:andrew.bracey@bpif.org.uk) or on 07801 981312.

### THE PREVENT DUTY (COUNTER-TERRORISM AND SECURITY ACT 2015)

The BPIF is required by law to ensure that our learners are safe, safeguarded and, specifically, are protected from the dangers of radicalisation, extremism and terrorism. This legal requirement is known as the Prevent Duty and became law on 1 July 2015.

Your apprentice's Training Co-ordinator can advise you on the measures the BPIF is taking to ensure that our learners are protected.

We ask that you read and take note of the information below so that you work with us for the benefit of your apprentice.

We follow the statutory guidance in "Keeping children safe in education" including changes to safeguarding requirements from September 2016. (The term 'children' includes all learners under the age of 18).

The following important information will ensure that you have an understanding of what safeguarding is and what to do if you suspect abuse. More importantly, we hope it will enable you to be confident in your own understanding of the subject and your responsibilities as an employer.

Safeguarding is protecting individuals from all forms of neglect and abuse, preventing harm to individuals' health or development and ensuring that their working environment fully complies with statutory Health and Safety legislation.

If an apprentice wishes to talk to you about a matter which you think may be abuse related, follow these procedures:

#### DO:

- Take it seriously
- Report the disclosure immediately to your Designated Safeguarding Officer if you have one or speak to Andrew Bracey on [andrew.bracey@bpif.org.uk](mailto:andrew.bracey@bpif.org.uk) or on 07801 981312 at the BPIF who will be able to advise
- Keep a record of what the apprentice says

#### DON'T:

- Dismiss the allegation of abuse
- Promise confidentiality
- Ask leading questions
- Investigate the allegations yourself

(cont.)

## ADDITIONAL BENEFITS

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### THE PREVENT DUTY (COUNTER-TERRORISM AND SECURITY ACT 2015) (CONT.)

If you are concerned that an apprentice may be at risk but they have not chosen to speak to you, please contact Andrew Bracey on [andrew.bracey@bpif.org.uk](mailto:andrew.bracey@bpif.org.uk) or 07801 981312 as a matter of urgency.

Areas of abuse include:

- Child Sexual Exploitation (CSE) Page | 20
- Gangs and youth violence
- Bullying including cyberbullying
- Forced marriage
- Gender-based violence/violence against women and girls (VAWG) • Domestic violence
- Mental health
- Drugs
- Radicalisation
- Fabricated or induced illness
- Sexting
- Faith abuse
- Teenage relationship abuse
- Female Genital Mutilation (FGM)

## YOUR RESPONSIBILITIES

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### APPRENTICE CONTRACTS

We advise all employers to ensure that the apprentice has a specific contract of employment that states that they are on an apprenticeship programme. For more information please contact the BPIF HR team or speak with your own HR department.

### HEALTH AND SAFETY

The BPIF have a duty of care for the Health and Safety of all apprentices prior to them starting the programme. We will need to conduct a short Health and Safety Assessment to confirm the suitability of the placement. If your apprentice is under 19 you will need to ensure that your Risk Assessments take into account young persons. Please speak with BPIF Health and Safety for guidance.

### WHAT IS THE NATIONAL MINIMUM WAGE FOR AN APPRENTICE?

The National Minimum Wage (NMW) regulations depend on age, but there is also a special rate for apprentices who are under the age of 19 or are in the first year of their apprenticeship. The table below summarises the position.

These rates are for the National Living Wage and the National Minimum Wage. The rates change every April.

Year	23 and over	21 to 22	18 to 20	Under 18	Apprentice
April 2021 (current)	£8.91	£8.36	£6.56	£4.62	£4.30
April 2020-March 2021	£8.72	£8.20	£6.45	£4.55	£4.15

(cont.)

## YOUR RESPONSIBILITIES

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### WHAT IS THE NATIONAL MINIMUM WAGE FOR AN APPRENTICE? (CONT.)

Apprentices are entitled to the apprentice rate if they're either:

- aged under 19
- aged 19 or over and in the first year of their apprenticeship

**Example:**

An apprentice aged 22 in the first year of their apprenticeship is entitled to a minimum hourly rate of £4.15.

Apprentices are entitled to the minimum wage for their age if they both:

- are aged 19 or over
- have completed the first year of their apprenticeship

**Example:**

An apprentice aged 22 who has completed the first year of their apprenticeship is entitled to a minimum hourly rate of £8.20.

## WE ARE HERE TO HELP YOU

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### DEDICATED SUPPORT

Your organisation will be allocated a dedicated Training Co-ordinator who will provide on-going support throughout the apprenticeship programme.

### INDIVIDUAL LEARNING PLANS

At the first meeting your BPIF Training Co-ordinator will conduct an initial assessment which will establish the starting point for your new apprentice. Working with you and the apprentice, they will agree the apprenticeship programme which is the best fit for your business needs. The Training Co-ordinator will develop an Individual Learning Plan (ILP) for the apprentice which will outline what their expected progress through the programme should be.

### REGULAR UPDATES

Your BPIF Training Co-ordinator will agree the date for their next visit (generally every 6 weeks). At each visit a learner visit report is completed by the Training Co-ordinator. This will summarise what the learner's progress has been since the last visit is and what their task is prior to the next visit and should be signed by the Training Co-ordinator, the learner and by you – the employer. Twice a year you will receive a progress review detailing your apprentice's progress on all areas of their apprenticeship. You will also be given the opportunity to give us feedback on our delivery of their apprenticeship.

### MENTORS

We advise all employers to identify a suitable member of staff to be the apprentices' mentor. The mentor ideally will be the individual who provides most of the training in-house. The BPIF can provide training to support mentors. Experience tells us that apprentices who have a dedicated mentor make better progress and achieve more quickly than those without. In addition, it helps the learner to develop good workplace skills around timekeeping, communication and understanding of the business.

## WE ARE HERE TO HELP YOU

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### STANDARDISED DELIVERY

On occasion the Training Co-ordinator will be accompanied by another member of BPIF staff. They will be there as an observer to assess the quality of teaching, learning and assessment that is being delivered.

### SURVEYS

Each year the Education Skills Funding Agency (ESFA) carries out a survey with all employers and apprentices, requesting feedback on the training programmes. The BPIF will from time to time conduct a survey of employers and apprentices to gain additional feedback. We urge all employers/apprentices to complete these surveys as and when requested.

### COMMENTS AND COMPLAINTS

You can raise any issues that you have with your Training Co-ordinator. Additionally, a formal complaint can be sent, in writing, to BPIF Training's Lead Compliance Officer, Cathy Hughes at [Cathy.hughes@BPIF.org.uk](mailto:Cathy.hughes@BPIF.org.uk) or 2 Villiers Court, Meriden Business Park, Copse Drive, Meriden, CV5 9RN, within 15 working days of the incident from which the complaint arises. In exceptional circumstances, complaints made after a longer period will also be considered. All complaints will be logged and acknowledged by the Lead Compliance Officer within 3 working days.

The Lead Compliance Officer will inform the Managing Director of any complaints before carrying out an investigation of the complaint and will speak to the complainant, the respondent, and anyone they believe may have a role in establishing or disproving the complaint.

The outcome of the investigation will be recorded in the Centre's Complaints Log, and the Lead Compliance Officer will notify those involved of the outcome in a written statement.

The BPIF endeavours to resolve any formal complaints within 14 working days of the receipt of the original formal complaint. If it appears that a decision will not be reached within this timescale, those involved will be notified within 10 days that a longer investigation period is required.

The outcomes of the investigation will be one of the following:

- To find that the relevant policies or procedures has been conformed with and dismiss the complaint with an explanation to the complainant
- To recognise any non-conformity of the policies or procedures and to take any action to rectify the situation to the satisfaction of all parties.

If you are having any issues with your apprentice, please discuss these with the Training Co-ordinator who will work with you and the apprentice to resolve the issue and improve performance.

### APPRENTICE INTERVENTION

It is rare but occasionally employers do have issues with apprentices with regard to time keeping/poor attendance or not engaging at work. Should this happen then please speak with your Training Co-ordinator at the earliest opportunity as they will be able to help and advise you. Should you need to go down the route of a disciplinary please take advice from BPIF HR. For full details of all BPIF policies please go to:

<http://www.britishprint.com/trainingdevelopment/why-use-the-bpif-for-training/clear-policies>

## BPIF STAFF CODE OF CONDUCT

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### 1. INTRODUCTION

BPIF Training (the learning provider) is required to set out a Code of Conduct for all employees. The following code has been recommended for adoption by the BPIF Board.

Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

### 2. PURPOSE, SCOPE AND PRINCIPLES

A Code of Conduct is designed to give clear guidance on the standards of behaviour all employees are expected to observe, and the training provider should notify staff of this code and the expectations therein. Employees are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the apprentices to whom they deliver training. Each employee has an individual responsibility to maintain the learning providers reputation whether inside or outside working hours.

This Code of Conduct applies to all staff who are employed by BPIF Training.

### 3. SETTING AND EXAMPLE

All staff who work for the training provider should set examples of behaviour and conduct which can be copied by apprentices. Staff must therefore avoid using inappropriate or offensive language at all times.

All staff must, therefore, demonstrate high standards of conduct in order to encourage our apprentices to do the same.

All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. This Code helps all staff to understand what behaviour is and is not acceptable.

### 4. CODE OF CONDUCT

#### **Safeguarding Apprentices:**

Staff have a duty to safeguard apprentices from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard apprentices includes the duty to report concerns about an apprentice to the learning providers Designated Safeguarding Lead. The training providers DSL is Andrew Bracey and the deputy is Karly Lattimore.

Staff are provided with a copy of "Working Together to Safeguard Children" the statutory guidance which sets out what is expected of organisations, individually and jointly, to safeguard and promote the welfare of children APRIL 2018. This document reflects the legislative changes introduced through the Children and Social Work Act 2017.

Staff are also provided with a copy of the "Prevent Duty Guidance: for Further education institutions in England and Wales" (HM Government).

Staff must not demean or undermine apprentices, their parents or carers, or colleagues.

Staff must take reasonable care of apprentices under their supervision with the aim of ensuring their safety and welfare.

## BPIF STAFF CODE OF CONDUCT

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### 4. CODE OF CONDUCT (CONT.)

#### **Apprentice Development:**

Staff must comply with BPIF Training policies and procedures that support the well-being and development of apprentices.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of apprentices.

Staff must follow reasonable instructions that support the development of apprentices.

#### **Honesty and Integrity:**

Staff must maintain high standards of honesty and integrity in their work. This includes the use of BPIF Training property and facilities.

All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure. For further information see the Model Anti Bribery Policy.

Gifts from employers or associates of BPIF Training must be declared to the Managing Director, with the exception of "one off" token gifts from employers, apprentices or parents. Personal gifts from individual members of staff to apprentices are inappropriate and could be misinterpreted.

#### **Conduct Outside Work:**

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the training provider or the employee's own reputation or the reputation of other staff members.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

Staff may undertake work outside the training provider, either paid or voluntary, provided that it does not conflict with the interests of the training provider nor be to a level which may contravene the working time regulations or affect an individual's work performance.

Staff must not engage in inappropriate use of social network sites which may bring themselves or the training provider into disrepute.

#### **Confidentiality:**

Where staff have access to confidential information about apprentices or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the apprentice.

All staff are likely at some point to witness actions which need to be confidential. For example, where an apprentice is bullied by another apprentice, employer (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate procedure. It must not be discussed outside the training provider, including with the apprentice's parent or carer, nor with colleagues in the training provider except with a senior member of staff with the appropriate role and authority to deal with the matter.

## BPIF STAFF CODE OF CONDUCT

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### 4. CODE OF CONDUCT (CONT.)

#### Confidentiality (cont.):

However, staff have an obligation to share with their manager or the DSL any information which gives rise to concern about the safety or welfare of an apprentice. Staff must never promise an apprentice that they will not act on information that they are told by the apprentice.

### 5. GENERAL GUIDANCE

#### You SHOULD:

- Treat all apprentices with respect and respect their right to personal privacy
- Ensure that, whenever possible, there is more than one adult present during activities with young people or vulnerable adults or that you are within sight or hearing of others
- Exercise caution when discussing sensitive issues with children or vulnerable adults
- Exercise caution in initiating any physical contact with a young person or vulnerable adults
- Operate within the guidance offered by this Code
- Challenge all unacceptable behaviour and report all allegations or suspicions of abuse

#### You should NOT:

- Spend excessive time alone with young people or vulnerable adults away from others
- Take young people or vulnerable adults alone in a car journey, however short
- Take young people or vulnerable adults to your home
- Engage in physical or sexually provocative games including horseplay
- Allow or engage in inappropriate touching of any form
- Make over-familiar or sexually suggestive comments or approaches to a young person or vulnerable adult even as a 'joke'
- Let allegations, over familiar or sexually suggestive comments or approaches made by a young person or vulnerable adult go unchallenged or unrecorded.
- Take photographs, videos or other images of a young person or vulnerable adult without the express permission of their parent/legal guardian/carer.

### 6. DISCIPLINARY ACTION

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.