



EMPLOYERS GUIDE

FAQ'S



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FAQS



1. WHAT IS AN APPRENTICESHIP?

An apprenticeship is a genuine job paired with a structured programme to develop skills, knowledge, and behaviours. Apprentices earn while they learn, completing a mix of practical experience and off-the-job training relevant to their role.

2. HOW DOES OFF-THE-JOB TRAINING WORK?

Apprentices will spend around 20% of their time on off-the-job training, but this doesn't mean leaving their daily responsibilities. This training can happen within the workplace through structured learning activities like workshops, shadowing, or project work that develop skills outside of their normal tasks.

3. WHO CAN APPLY FOR AN APPRENTICESHIP?

Apprenticeships are open to individuals over 16 who spend at least 50% of their working hours in England and aren't in full-time education. Employers can offer apprenticeships to new hires or use them to upskill existing employees.

4. WHAT ARE THE BENEFITS OF HIRING APPRENTICES?

Apprenticeships are a cost-effective way to develop a skilled workforce. Employers report increased productivity, improved quality, higher employee satisfaction, and lower staff turnover. By investing in apprenticeships, businesses strengthen their talent pipeline and support long-term growth.

5. WHAT ARE THE EMPLOYER'S RESPONSIBILITIES?

Employers must provide a genuine job, pay apprentices a wage in line with minimum wage requirements, and support their development. Employers need to have an Apprenticeship Agreement and a Commitment Statement in place with their apprentice and maintain regular progress tracking.

6. HOW IS THE APPRENTICESHIP FUNDED?

Large employers pay the Apprenticeship Levy, which funds training and assessment costs. Non-levy employers contribute 5% of training and assessments costs, with the government covering the rest. Small employers may be eligible for additional funding, such as waivers on National Insurance for apprentices under 25.

7. CAN APPRENTICESHIPS BE USED TO DEVELOP CURRENT EMPLOYEES?

Yes, apprenticeships are suitable for both new hires and existing staff who need new skills for their role. Apprenticeships can also be tailored for higher skill levels, supporting career progression through advanced training.

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8. HOW DOES THE END-POINT ASSESSMENT (EPA) WORK?

The EPA is the final stage of the apprenticeship, assessing whether the apprentice has gained the required skills and knowledge. It can include practical assessments, knowledge tests, and interviews or presentations. BPIF Training provides support to prepare apprentices thoroughly for the EPA.

9. WHAT SUPPORT DOES BPIF TRAINING PROVIDE THROUGHOUT THE APPRENTICESHIP?

BPIF Training assists employers and apprentices with recruitment, creating training plans, monitoring progress, and preparing for the EPA. Regular check-ins and structured reviews ensure the apprentice stays on track.

10. WHAT HAPPENS IF AN APPRENTICE DOESN'T COMPLETE THEIR PROGRAMME?

If an apprentice leaves the programme, BPIF Training can help evaluate next steps, whether that means adjusting the training plan or discussing the option of recruiting a new candidate. We will help to ensure all efforts are made to retain staff.

11. WHAT IS THE APPRENTICESHIP LEVY, AND WHO PAYS IT?

The Apprenticeship Levy is a fund paid by employers with an annual pay bill over £3 million. This levy supports apprenticeship training across the UK. Employers who pay the levy can access funds to cover training costs through their digital account.

12. CAN NON-LEVY EMPLOYERS RECEIVE SUPPORT FOR APPRENTICESHIPS?

Yes, non-levy employers (with a pay bill under £3 million) contribute only 5% of the training costs, with the government covering the remaining 95%. Small employers may also qualify for extra support, such as incentive payments when hiring younger apprentices.

13. ARE APPRENTICESHIPS AVAILABLE AT DIFFERENT LEVELS?

Apprenticeships are available from Level 2 (GCSE equivalent) up to Level 7 (Master's degree equivalent). This range allows apprentices to progress from foundational roles to highly specialised or managerial positions.

14. WHAT SUPPORT DOES AN APPRENTICE NEED FROM THEIR EMPLOYER?

Employers should provide a clear induction, assign a mentor, and conduct regular check-ins. Supporting apprentices in their learning activities and creating an inclusive workplace environment are essential to their success.

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15. DO APPRENTICES HAVE TO ATTEND TRAINING SESSIONS OFF SITE?

Not necessarily. Off-the-job training can happen in various ways, including on-site workshops, online courses, or shadowing experienced colleagues. It doesn't have to involve off site attendance and can be flexible based on the employer's needs and the apprenticeship standard. Typically we deliver via a hybrid delivery model – a mixture of site visits and online sessions.

17. HOW SHOULD OFF-THE-JOB TRAINING BE TRACKED?

Employers and training providers must track and record off-the-job training activities to ensure they meet the requirement. This can include online logs, feedback forms, or regular reviews with BPIF Training. We provide apprentices access to our online e-learning platform where this is recorded.

18. ARE THERE ANY FINANCIAL INCENTIVES FOR HIRING YOUNGER APPRENTICES?

Yes, employers receive a £1,000 payment when hiring apprentices aged 16-18 or apprentices aged 19-24 who were previously in care or have an education, health, and care plan. Additional support may be available to employers with fewer than 50 employees.

19. HOW CAN I ADVERTISE AN APPRENTICESHIP VACANCY?

Employers can advertise apprenticeship roles on their website, through local job boards, and by using the government's Find an Apprenticeship service. BPIF Training can support you in promoting your vacancy to reach a suitable pool of candidates.

MORE INFORMATION

To find out more about our Apprenticeships, please contact our team at training@bpif.org.uk or call us on 01676 526 060.



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