

## Common Apprenticeship Questions

- **What will it cost the employer?**

The total cost for the training is £26,000 but the cost will vary from employer to employer. However most employers only pay 5% - £1300 for this course. We are on hand to talk you through this.

- **What rates of pay are paid to the apprentice?**

<b>Apprentice (year 1 only irrespective of age)</b>	<b>Under 18</b>	<b>18-20</b>	<b>21-24</b>	<b>25 and over</b>
£4.15	£4.55	£6.45	£8.20	£8.72

After completing the first year of their apprenticeship an apprentice will then receive the national minimum wage for their age. This information is reviewed annually and further updates are available on <https://www.gov.uk/national-minimum-wage-rates>

- **Are apprentices entitled to any travel benefits/costs?**

Apprentices can apply for an Apprenticeship Oystercard to receive 30% discounted travel in the first year of their apprenticeship.

- **What age can an apprentice be?**

The minimum age for an apprentice is 16, but there is no upper age limit.

- **How much study is the apprentice expected to do when not at the college?**

Apprentices must achieve 20% off the job training over the duration of the apprenticeship. There is no set guidance as to how much study an apprentice must do, anything from 2-6 hours per week is recommended to assist with study.

- **What happens if I sack the apprentice?**

An apprentice is exactly the same as any other employee. If they are not performing to the expected level follow normal HR policies and procedures.

- **What happens if the apprentice hands in his/her notice?**

An apprentice is exactly the same as any other employee. If they want to leave, follow normal HR policies and procedures.

- **What happens if I don't need my apprentice to complete the EPA?**

To be funded as an Apprenticeship and to achieve the entire qualification all apprentices enrolled on to an Apprenticeship Standard must sit and achieve End Point Assessment. If they don't achieve they don't qualify.

- **How much leave is an apprentice entitled to?**

The statutory minimum is 28 days per year leave including Bank Holidays

- **What if an apprentice takes leave on a college day?**

It is not recommended that apprentices take leave during college days however as long as this doesn't occur frequently it isn't a problem.

- **Does the college time have to be a fixed day?**

Yes, it is the same day/time each year. It will vary from year to year but for consistency we keep this the same throughout a year.

- **Does the course have to be day release? Is a block option available?**

Day release is the only option for this academic year, however if there is enough employers who request block release for next academic year we would be happy to look at putting this in place.

- **What other financial support is expected from the employer?**

The employer is expected to pay the training cost for the course and pay the apprentice's wages.

- **Does the college provide all their own PPE?**

The apprentice/employer is expected to attend college in their PPE, spares are available but if an apprentice continually attends college without PPE they will be refused entry.

- **Does the apprentice have to be a British citizen?**

As long as the apprentice is either a British citizen or have lived in the EU for the past 3 years they will be eligible.

- **If my apprentice has an illness, how does that affect their ability to pass the course?**

If an apprentice has a long term illness that effects their apprenticeship, we can place them on a "Break in Learning", this means that we can extend the duration of their apprenticeship.

- **What certificates are included in the apprenticeship?**

Throughout the duration of the apprenticeship the apprentice will achieve 4 engineering certificates and an overall apprenticeship certificate.

- **Can my apprentice go on to do a second apprenticeship when finished?**

Certainly, as long as an apprentice meets eligibility requirements and the learning is deemed sufficient to meet apprenticeship

- **Do I have to guarantee my apprentice a job at the end of the course?**

Ideally we recommend that there is, as you are investing time and money in to the apprentice to train them but there is no guarantee. We recommend that this is made clear to the apprentice at the beginning.

- **What happens if 4 of the 6 apprentices drop out – will the course continue to the end?**

Yes the Apprenticeship will continue

- **Are there any exams?**

Yes there are several exams throughout each year.

- **Can the apprentices park at the college?**

Unfortunately there is very limited parking at the college, but there are several roads around the college which have free parking with no restrictions.

- **What if I (or the apprentice) change my mind half way through?**

If the apprentice changes their mind they can withdraw however this means that they will walk away without any qualification. The employer needs to commit to the full duration of the apprenticeship.

- **If the apprentice struggles can there be extra tuition, or an extension to the course?**

Additional support will be provided to anyone who requires it.

- **Do the college offer a canteen?**

Yes there is a canteen onsite and several restaurants and shops nearby.

- **Does the course run 52 weeks a year or term-time?**

The apprenticeship runs 52 weeks a year. The apprentice will only be required to attend college during term time unless notified in advance.

- **What GCSE grades are required to start the apprenticeship?**

A minimum of GCSE Grade C/4 in Maths and English are required.

- **Are there any medical conditions that exclude my participation on the course (colour blindness/epilepsy)?**

This is assessed on a case by case basis, but as long as there is no risk of harm to others this shouldn't be a problem.

- **Does the employer need to sign a contract or the apprentice?**

Both the employer and the apprentice are required to sign a commitment statement and an apprenticeship agreement.

- **Do the government pay the college directly?**

Yes, we handle all of this for you.