

APPRENTICESHIP GUIDE

A Guide to the EDA Apprenticeship Service for Affiliates



Recruiting an apprentice or training a current employee on an apprenticeship



Supplytrain 
Creating fairer routes into work



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The EDA is the trade association for electrical wholesalers in the UK, representing their interests since 1914.

The wholesale distributor is the essential link in the electrotechnical supply chain between manufacturers and professional contractors, electricians and installers. The EDA's mission is to provide insight, opportunities and services to members sustain their position as the essential link in the electrotechnical supply chain.

Electrical wholesalers join the EDA as Members, with manufacturers, solution providers and service providers joining as Affiliated Members.

Your membership gives you access to benefits which are grouped into four main areas.



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Training & Apprenticeships



Industry Insight & Representation



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Accuracy of information

While every effort has been made to ensure the accuracy of the information at the date of publication, there can be changes to the apprenticeship policies by respective governments in England, Wales, Scotland and Northern Ireland, often at short notice, which may affect the accuracy of the information provided. Whilst every attempt will be made to update this guide the EDA cannot be made liable for the accuracy of any information printed and stored or in any way interpreted and used by a user. You'll find the date of publication of this guide on the front cover so please check that you are referring to the most recent version. If you have any questions please contact the EDA on 020 3141 7350.



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This publication is an interactive PDF with clickable links connecting you to online information.

Where you see this symbol there is a link giving you direct access to additional information online. Should you wish to access the information on another device, or at a later time, the complete list of links is also shown below.

- #1** www.eda.org.uk/support-and-resources/power-it-up
- #2** <https://www.eda.org.uk/training-apprenticeships/supplytrain-team/>
- #3** www.eda.org.uk/training-apprenticeships/apprenticeship-fact-sheets

EDA APPRENTICESHIP SERVICE:

Your access to a team of experts

This guide is for managers interested in using the EDA's Apprenticeship Service. You'll find all the information you need to consider before taking on an apprentice, your options and the commitment needed, related costs, and how the service works.

One of the EDA's top priorities is to promote a culture of education and training amongst its Members and Affiliate Members. As an Affiliate (manufacturer, service provider or solution provider) of the EDA you have access to life-long learning and a wide range of training opportunities that span from the day of joining the sector to the day of retirement (and beyond).

Some EDA businesses have in-house resources with the capacity and expertise to navigate the apprenticeship landscape, but many do not. Our Apprenticeship Service means every EDA business – large or small – has equal access to experts on apprenticeship recruitment, funding, contracts, training providers and End Point Assessment Organisations (EPAO).

Introducing our partners: Supplytrain

The EDA partners with an external team of experts in apprenticeship management and delivery – Supplytrain. They offer a menu of services – including the very popular Hosting Service – all of which are explained in this guide.

Supplytrain is a Flexi Job Apprenticeship Agency or FJAA for short. A FJAA is specifically designed to support businesses that want to take on an apprentice without the additional work that goes with taking on a new employee. An FJAA can employ an apprentice on your behalf.

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The partners involved in the delivery of the EDA's Apprenticeship Service

EDA ELECTRICAL DISTRIBUTORS' ASSOCIATION

Electrical Distributor's Association (EDA)
We have appointed external experts Supplytrain to manage the recruitment and hosting service for EDA businesses. Our apprenticeship service is available to all types of businesses: wholesalers, manufacturers, service providers and solution providers.

Your Business

The apprentice works in your organisation. You as their manager/mentor provide support to help them achieve their apprenticeship and become a valued member of your team.

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Supplytrain
They recruit and employ your apprentice, and commission and manage the Training Provider and End Point Assessment Organisation.

The Training Provider

They will work with your apprentice, both on site and virtually, to provide them with the knowledge, skills and behaviours to achieve their apprenticeship.



Apprenticeship myth busting

MYTH

APPRENTICESHIPS ARE ONLY FOR SCHOOL LEAVERS

Apprenticeships are available to people of all ages 16 or over. They are great for gaining extra knowledge within an existing job role, securing a new job or even changing careers.

APPRENTICESHIPS ARE FOR THOSE WHO DID NOT DO WELL AT SCHOOL

Apprenticeships are available for all school leavers. They are a great route into permanent employment. It allows individuals to earn whilst they learn in their chosen industry, gain valuable experience and kick start their career.

APPRENTICESHIPS ARE ONLY AVAILABLE IN MANUAL INDUSTRIES

Apprenticeships are available in a wide range of industries. There are, on average 23,000 apprenticeship opportunities listed on the Government find an apprenticeship website every month.

MYTH

MYTH

APPRENTICES DO NOT EARN MUCH

Apprentices must always receive the national minimum wage for their age. Individuals who have completed an advanced apprenticeship earn between £77,000 and £117,000 more over their lifetime than similar individuals with level 2 qualifications. While those completing higher (degree level) apprenticeships can see increased earning of an estimated £150,000 over their lifetime.



Why apprenticeships are important for UK businesses

Hiring new apprentices, or upskilling existing staff using apprenticeship training, can help businesses succeed. It is a productive and effective way to grow talent and develop a motivated, skilled and qualified workforce. Apprenticeships benefit employers and individuals and, by boosting the skills of the workforce, they help to improve economic productivity.

Businesses get a direct financial return on the up-front investment they make in training and staffing costs.

Apprentices perform productive work while completing their apprenticeship, and there are savings to be gained from lower recruitment costs, minimum wage salaries and employer NI savings. For non-apprenticeship levy-paying businesses, 95 per cent of training costs for apprentices are government funded. There are also indirect financial returns arising from employing apprentices. For example, high staff morale is a known benefit of employing apprentices, as is increased productivity and therefore higher profits overall. Members of the public are also willing to spend more with businesses that they see as socially responsible, including apprentice employers.

74%
of employers said apprenticeships helped them improve the quality of their product or service

78% of employers said apprenticeships helped them improve productivity

86% of employers said apprenticeships helped them develop skills relevant to their organisation

92% of employers said apprenticeships lead to a more motivated and satisfied workforce

Statistics source:

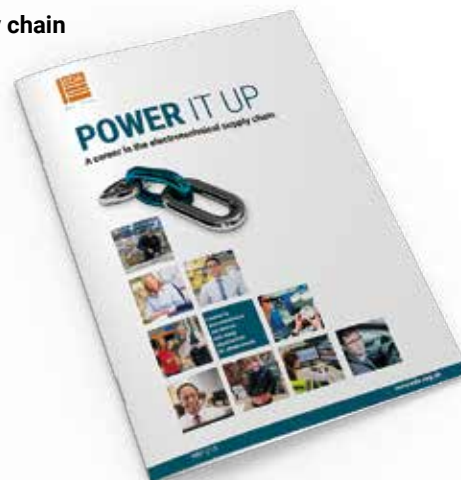
www.apprenticeships.gov.uk/employers/benefits-of-hiring-apprentice



A new resource from the EDA to help you welcome your apprentice

POWER IT UP: A career in the electrotechnical supply chain is our sector guide for new and potential employees. Created in conjunction with EDA businesses it showcases the job roles and opportunities available across the whole of the electrical wholesaling supply chain. You can download the guide from the EDA website where you can also order printed copies.

DOWNLOAD A DIGITAL VERSION
OR ORDER A PRINTED COPY



A real job with training built in

An apprenticeship is a real job (not a work placement or temporary contract) with a structured programme of training and skills development built in.

An apprentice can be any age from 16 upwards. Apprenticeships are not only for entry level job roles, or for those who are "less academic", they are for every step in the career journey. For example, in England apprenticeship programmes are available right up to Level 7, which is degree level, and cover over 700 job roles.

An apprenticeship is not a qualification in its own right. It is a paid job with training that fits the criteria for a specific role. The apprentice may work towards one or more qualifications as part of their apprenticeship. The apprentice will develop their knowledge, skills and behaviours through a wide mix of learning in the workplace with formal training from a Training Provider.

An apprentice will:

- work alongside experienced staff
- gain job-specific skills
- earn a wage and get holiday pay
- be given time for study related to their role

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 the industry.

Apprenticeship differences across the UK

In the UK, each country handles apprenticeships differently. The scope and content of each apprenticeship training programme is specified by the home nation government.

In Scotland, Wales and Northern Ireland there are around 80 apprenticeship frameworks. The priority for each of these countries is to increase the skills of those starting work in the 16 - 24 age group. In Scotland and Northern Ireland apprenticeship funding for the over 25s is very limited.

Turn to pages 13 & 17 for more details on the apprenticeship offer in each country in the UK.

Two routes to apprenticeships

1. RECRUIT

Recruit a new team member straight on to an apprenticeship

2. UPSKILL

Upskill an existing member of your team. When using apprenticeship training to upskill existing staff there is no change to the employee's status or salary (unless of course you want to increase their salary).

How an apprenticeship is structured

Apprentices spend 80 per cent of their time (based on a 30 hour working week) doing their job in your business, learning as they work alongside colleagues and, most importantly, their workplace mentor. A good mentor or buddy will be invaluable to your apprentice's development. This does not necessarily need to be a manager – in fact, it helps the apprentice to have another point of contact in the organisation to help with both technical questions and any other advice they need. Whomever it is will need to have the time and commitment to pass on skills, knowledge and experience to help the apprentice develop into a fully-fledged member of your team.

Off-The-Job (OTJ) training

Each apprenticeship programme will specify the required amount of Off-The-Job (OTJ) training. Where this is not yet defined, the current standard is for apprentices to spend the equivalent of 80% of their working hours - typically 6 hours per week on OTJ training throughout the apprenticeship. This includes time spent with their tutor and must take place during normal working hours. It is a condition of government funding that apprentices are given time away from their regular duties to complete this training. Any learning completed outside of paid working hours cannot be counted towards OTJ.

The tutor will come from an approved list of training providers delivering on the EDA Apprenticeship Service. As the manager of the apprentice you will work with the tutor to plan a suitable OTJ training programme.

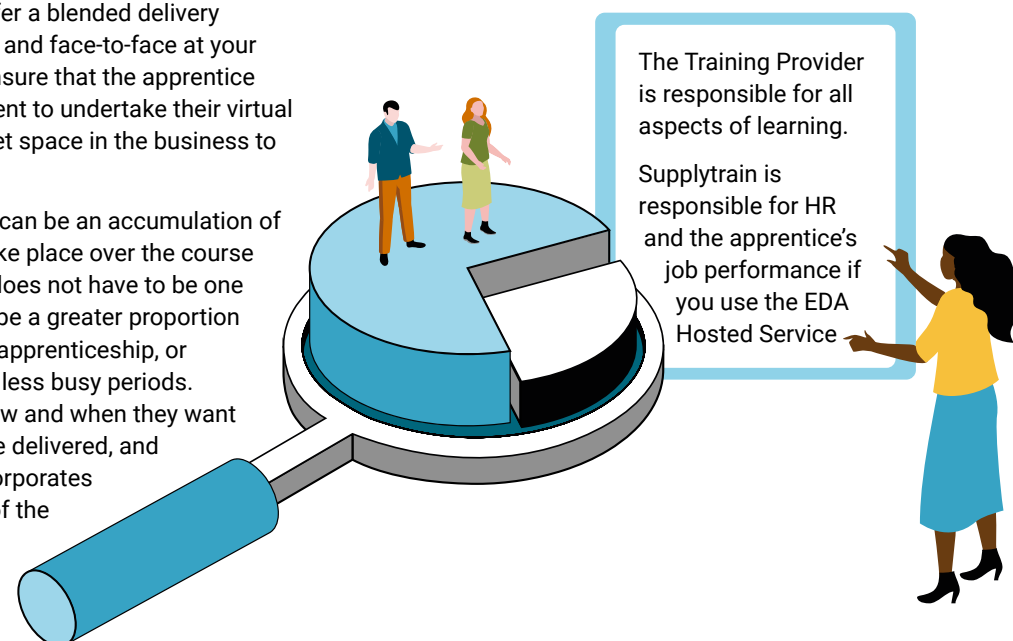
The tutor will typically offer a blended delivery approach: virtual training and face-to-face at your premises. You need to ensure that the apprentice has access to IT equipment to undertake their virtual learning, as well as a quiet space in the business to complete it.

The Off-The-Job training can be an accumulation of learning activities that take place over the course of the apprenticeship, it does not have to be one day a week. There could be a greater proportion at the start or end of the apprenticeship, or it could be scheduled for less busy periods. Employers can decide how and when they want Off-The-Job training to be delivered, and the Training Provider incorporates this at the design stage of the apprenticeship.

Ideas for Off-The-Job (OTJ) training

OTJ is about ensuring that you provide your apprentice with regular opportunities to engage and learn, in addition to completing the tasks and duties in their job role.

- Individual study time to complete coursework
- Studying an EDA Product Knowledge Module
- Health and safety training
- Shadowing a colleague's role and writing a reflection
- Reading trade publications or watching trade videos
- E-learning opportunities
- Product training events
- Attending a work-related talk, demonstration or competition
- Visits to other businesses or branches to see how they work
- Participating in a forum relevant to their role and industry
- Practising a skill that they are working towards
- Attending webinars on industry topics
- Attending industry shows
- Workplace 1:1 performance reviews



Apprenticeship duration

The required length of each apprenticeship is set out in the relevant apprenticeship standard/framework and is typically a minimum of one year. However, the actual duration can vary depending on the guidance provided by Skills England, the apprenticeship level, the apprentice's attendance (including holidays and sickness), the pace at which they progress through their learning, and the time needed to complete the End Point Assessment. In some cases, prior learning or experience may reduce the overall length of the apprenticeship.

When planning your workforce, it is advisable to allow at least the stated duration (including end point assessment) but an additional 6 months beyond the published duration would be more prudent. If your learner completes earlier, it's a bonus!

Training Providers

Supplytrain appoints the Training Provider from their approved supplier list. The choice depends upon the Training Provider's area of specialism and their proximity to your business. Supplytrain engages only with those that have Ofsted Good or Outstanding status.

The Training Provider is responsible for all aspects of learning. They will appoint a tutor who will work with the apprentice either virtually or face-to-face at your premises. This can be a combination of both known as blended activity.

The tutor ensures that the apprentice gains the necessary skills, knowledge, and behaviours to become an effective member of your team and to pass their apprenticeship.

The Training Provider will meet with you to discuss the apprentice's progress, and these regular meetings (typically monthly) should be agreed in advance. **Please make time to speak with the tutor, it is an important part of ensuring that your apprentice is progressing and meeting the required standards.** If you or your apprentice cannot make the agreed date / time please let them know at least one day before.

Functional Skills

Functional Skills are the fundamental English, Maths and IT skills that people need for their working and personal lives.

The Training Provider will carry out assessment activities with your apprentice to understand what level of English, Maths and IT they are working at.

A Functional Skills qualification will only be required alongside the apprenticeship if the apprentice is under 18 and does not hold a GCSE (or equivalent) at grade 4 (old grade C) or above in English and/or Maths. Apprentices aged 18 or over are not required to study Functional Skills to complete their apprenticeship, but they may choose to do so if they wish.

If needed, Functional Skills training typically takes place within the first 6–9 months of the apprenticeship. This training is in addition to Off-The-Job (OTJ) training hours.



Your commitment to the apprentice

If you are recruiting a new apprentice please remember that they do not come to you as experienced team members ready to hit the ground running. For apprentices aged 16-18 and fresh out of school or college, the apprenticeship with your business is likely to be their first full-time job. They will need a period of adjustment to get used to the differences between education and the workplace. This can also apply to older apprentices.

In our experience, some immediate differences that apprentices encounter early on are:

- A longer working day
- Commuting to work and using public transport
- The expected format of communications such as email and reports
- Understanding appropriate dress, attitudes and behaviours
- Not knowing who to ask when they have a problem, or not feeling comfortable asking
- Not knowing what to do when they finish a task or project
- Lack of confidence in the workplace
- Not knowing health and safety welfare arrangements in the workplace

Using the following guidelines will get you off to a good start and show your commitment to supporting your new apprentice:

- Take the time to set expectations and give advice as early as possible to help with the transition.
- Have clear guidelines from the outset and consider including them as part of your apprentice's business induction.
- Hold regular meetings with your apprentice to give them the opportunity to ask any questions, and for you to provide advice and guidance when needed.

As a manager you must provide the apprentice with the opportunity to succeed on their apprenticeship. This may sound obvious, but sometimes the day-to-day pressures of running a business mean that an apprentice's training time can be cut short. Please remember, apprenticeship training is government funded and you are therefore bound by contractual commitments including:

- Providing a safe working environment, safeguarding protection and welfare support to the apprentice;
- Completing a Health & Safety appraisal with the training provider and carrying out any identified actions;
- Providing a copy of your employer's liability insurance to the training provider;
- Providing a work placement for the full duration of the apprenticeship;
- Providing the apprentice with enough hours each week to undertake regular training;
- Contributing to apprentice/tutor progress reviews;
- Supporting the apprentice to attend all examinations/assessments relating to the course.

Please think carefully about the support the apprentice will need and who in your team will be their line manager. The apprentice's manager/mentor will also need to build time in the diary for the regular meetings with the Training Provider/tutor to review the apprentice's progress and identify additional activities to stretch and challenge them.

Whilst we hope everything goes smoothly, you will also need to spend time liaising with your Account Manager at Supplytrain for monthly reviews and to resolve any difficulties you may be experiencing with your apprentice. You will find a full list of your Supplytrain Account Managers on the EDA website

**TO CONTACT THE TEAM AT
SUPPLYTRAIN**



Your relationship with the Training Provider and tutor

Meeting the tutor on their first visit to your organisation and discussing the ground rules in relation to booking meetings / visits is essential. If everyone is clear about the process at the start it will save a lot of problems.

Please make it your business to build a relationship with the tutor, and to understand what they are covering at each apprentice training session.

You should also schedule regular catch-up meetings to monitor the progress of your apprentice and discuss how the apprentice is performing on their training versus their performance on the job.

The dates and times of these visits will typically be arranged with your apprentice who, especially if they are new to working life, may not appreciate the need to keep you fully briefed.



Apprenticeship wages, training costs, subsidies and cash from government

The Hosting Service is one of the most popular ways EDA businesses can take on an apprentice. The Hosting Service is explained in more detail on pages 14 & 15.

If using the Hosting Service the recruiting manager agrees the wages of the apprentice with Supplytrain. Supplytrain will pay the wages to the apprentice, invoicing you monthly.

The cost of the apprentice's training (a figure which is set by government) has to be funded but for many businesses, particularly SMEs, this is paid for by the Government. For example, an apprenticeship training fee can be anything from £3,500 up to £27,000 depending upon the length and level of training, but most businesses in England only pay 5 per cent of that fee. If your apprentice is under 22 years of age you won't even pay this, it is 100% funded. For example, the Trade Supplier Level 2 Apprenticeship, which is available only in England, costs £4,000 but non-levy businesses pay just 5 per cent of this fee if their apprentice is 22 years or older: £200 (or £0 if the apprentice is 21 or younger) for a package of training that would cost £4,000 is great value. This is known as the co-funded contribution. Government subsidies for apprenticeship training in Scotland, Wales and Northern Ireland may vary. Please check the prevailing rates by calling the EDA on 020 3141 7350.

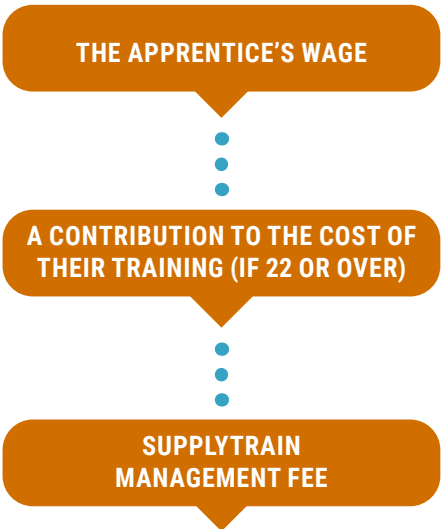
Supplytrain charges a management fee of £60 per week if you use their Hosting Service. You will find more about this on page 14.

It is also worth remembering that occasionally governments offer businesses financial incentives to employ apprentices. Keep your eye on the EDA website www.eda.org.uk where we'll post the latest information on financial incentives for businesses.

Employers don't pay National Insurance contributions for apprentices under 25 earning less than £50,270 a year, whether they're new hires or existing staff. With recent NI increases, this exemption could save you up to £3,000 per apprentice annually - making apprenticeships a smart investment in both talent and cost savings

If you use Supplytrain's hosted service, they will receive a government incentive for employing an apprentice. As you will be hosting the apprentice, they will gift you 50% (£500) of that incentive providing your apprentice completes their apprenticeship.

In summary, you'll need to factor in:



Apprenticeship funding in the UK

ENGLAND

Apprenticeships

If you are a business with an annual pay bill of more than £3 million, you will be contributing to an apprenticeship levy. You will access these funds to pay for your apprenticeships.

If your business's annual pay bill is less than £3 million, or if your levy pot has run out, you will pay 5 per cent of the cost of the apprenticeship standard.

Each apprenticeship has a value which is set by government and you can view this on the Skills England website.

SCOTLAND

Skills Development Scotland

The Scottish Government contributes towards the cost of training and assessing apprentices. The total amount paid depends on the type of apprenticeship, the qualification level and the age of the apprentice. The contribution is usually in the range of £800 - £2,200. For those who are disabled and care-experienced, there is an enhanced funding contribution up to and including age 29.

When you select a learning provider to carry out the training, the Scottish Government will make contribution payments directly to them.

A contribution table is available on the Scottish Apprenticeship website www.apprenticeships.scot.

NORTHERN IRELAND

Department for the Economy
www.economy-ni.gov.uk

SKILLS TO SUCCEED | **APPRENTICESHIPS**

For apprentices aged 16-24, the cost of the training element of the apprenticeship is funded by the Department for the Economy (DfE).

For employees aged 25 and over, 50 per cent of the costs of training are funded by the DfE. Adults aged 25 and over may only undertake apprenticeships in occupational areas that are economically important in Northern Ireland.

WALES

Prentisiaethau Apprenticeships

The Apprenticeship Programme in Wales is funded by the Welsh Government. Employers are required to pay the apprentices salary, but training costs are supported.

Businesses of all sizes and across all sectors are eligible.

An apprentice will be required to follow an approved Welsh Apprenticeship Framework which is delivered by an approved training provider.

The EDA Apprenticeship Service: packages of support to choose from

1. The FJAA Hosting Service

The FJAA Hosting Service Supplytrain will scope, recruit, and provide a full employment service to support you and the apprentice for the duration of the apprenticeship. Supplytrain will employ the apprentice and you host them in your business. This employment service is paid for by a fixed management fee on top of salary costs.

A Supplytrain Account Manager will work with you to find the most suitable apprenticeship training for the job role, and will make all arrangements with the training provider and tutor.

Further guidance on fees for specific apprenticeships can be found in our library of apprenticeship fact sheets:

The Supplytrain Hosting Service includes:

- A full recruitment service including shortlisting candidates, initial interviews (if required) and arranging the interview schedule for you
- Information, Advice and Guidance (IAG)
- HR, payroll and full employment processes and paperwork
- Identifying the most suitable apprenticeship pathway/qualification
- Sourcing and introducing the training provider, including arranging their contract and monitoring their performance
- Performance management of the apprentice
- Financial incentive applications
- Individual support and guidance for the recruiting manager.



ALL FACT SHEETS ARE AVAILABLE TO DOWNLOAD FOR FREE HERE



Apprenticeship fact sheets for managers

There are hundreds of apprenticeship options across the UK, and the apprenticeship training you choose will vary depending on your business and the job role. For some of the most popular apprenticeships for EDA businesses, there is a library of apprenticeship fact sheets at www.eda.org.uk to help you make the right training choice.



The Hosting Service is not always available across the home nations due to policy/funding changes.

2. Apprenticeship Recruitment & Sourcing of a Training Provider Service

If you prefer to employ your own apprentices, rather than use the Hosting Service, Supplytrain can recruit (but not appoint) the apprentice for your business. They will also source the training provider; explain how you access the funding and identify the most suitable apprenticeship pathway for your apprentice(s). The cost of this service is £250 to setup a recruitment campaign (payable in advance) and £750/apprentice (paid on start).

This package includes:

- A full recruitment service including paid for advertising, telephone sifting, shortlisting the best candidates and arranging the interview schedule for you
- All Information, Advice and Guidance (IAG)
- Identifying the most suitable apprenticeship
- Sourcing and introducing the Training Provider

3. Apprenticeship Management Service

For businesses that pay the apprenticeship levy, Supplytrain provides an outsourced apprenticeship management service that helps you to identify where you could be making best use of your apprenticeship funding and supporting your apprentices to progress.

The service covers:

- Initial analysis of where best to use apprenticeship funding to upskill existing staff or bring in new recruits
- Sourcing training providers
- Overseeing contracts with the training provider
- Monitoring and reporting on progress of individual apprentices
- Account managing individual training providers
- Managing your apprenticeship levy account on your behalf
- Managing incentive payments
- Identifying businesses in your supply chain to 'gift' levy funds to

The price of this service depends on specific needs and number of apprentices to be tracked.



TO CONTACT THE TEAM AT SUPPLYTRAIN



The FJAA Hosting Service in more detail

Costs: Supplytrain employs your apprentice and charges:

- The apprentice’s salary (which you set)
- Employer NI contributions (if applicable)
- Employer pension contributions (if applicable)
- Supplytrain’s £50/week admin fee
- Output VAT (as appropriate)

There are no fees before offering an apprenticeship. Once a job offer is made, Supplytrain invoices a £500 start fee and collects a five weeks’ salary cost deposit in advance, with subsequent invoices every four weeks in arrears, collected via direct debit.

Contract: The apprenticeship lasts a minimum of 13 months, (but likely to be longer, depending on the apprenticeship offered) and end-point assessment.

Recruitment: Vacancies are advertised on the National Apprenticeship Service website, Indeed, Talent.com, and Find A Job, as well as through Supplytrain’s database, social media, local schools, youth groups, and Job Centre Plus.

Supplytrain will work with you to create an engaging job advert that appeals to good candidates and will run the job ad for two weeks.

Applicants will apply through Supplytrain’s dedicated recruitment portal, with a CV and covering letter, and the best candidates are contacted and interviewed by the recruitment team over the phone.

A shortlist is drawn up and a meeting arranged with you to discuss who you would like to interview.

The recruitment process aims to conclude within four weeks, with job offers ideally made within 1-2 days of interviews. Good candidates are in demand!

Your apprentice’s salary, working hours and holiday entitlement: Apprentices must receive equal treatment to comparable employees, including pay, overtime, holidays, and bonuses. The pay should be at least the National Minimum Wage for their age group.

Apprentices must be employed for at least 30 hours a week. Typically, standard working hours are 37.5-40 per week.

By law apprentices aged 16-17 cannot work more than 40 hours per week.

Holiday entitlement is 28 days per year, increasing after 12 weeks if the company policy allows.

An apprentice’s holiday must be agreed in advance. If the holiday dates are not convenient explain to them why this is. If the apprentice leaves their role before the end of their contract any unused holiday will be paid in full.

Sickness: For absences up to three days, there is no pay or charge unless specified otherwise. Statutory sick pay and charges apply from the fourth consecutive sick day. Supplytrain will request a sickness self-certification form.

Apprentices should provide daily updates during sickness and undergo a back-to-work review upon return. For persistent absence Supplytrain will work with you to resolve this with the apprentice.

Managing your apprentice’s performance: Apprentices, by their definition, are learning on the job. They are not the finished article and will not always know the appropriate standards expected in your workplace. It’s important that a line manager gives them clear expectations when they start and time to bed into the role.

Apprentices are on probation for six months. Any performance issues should be addressed with your Supplytrain Apprenticeship Coordinator. The details will be recorded on the apprentice’s HR file, held by Supplytrain, and they will discuss options with you. This may include disciplinary action.

Your Apprenticeship Coordinator will contact you during the first week and first month of the apprenticeship to identify any early concerns that can be fed back to the apprentice to instil high standards.

Line managers should provide regular updates of performance to Supplytrain throughout the apprenticeship. Where apprentices are not performing as expected, tailored support is provided.

Notice period: In the rare cases when things don’t work out, Supplytrain request a one-month notice period to end the apprenticeship. Supplytrain aims to reassign apprentices to other placements.

Direct employment: There is no recruitment charge if you employ the apprentice after they complete the apprenticeship.

If you choose to employ the apprentice directly during the apprenticeship, a one-off £500 admin fee is charged to work with the training provider to update paperwork and transfer their registration to your apprenticeship account.

Most popular apprenticeships for EDA businesses

 ENGLAND	 NORTHERN IRELAND	 SCOTLAND	 WALES
Trade Supplier Level 2	Warehouse & Storage Level 2	Warehouse & Storage SVQF Level 5	Trade Business Services Level 2
Supply Chain Warehouse Operative Level 2	Business Administration Level 2	Business Administration SVQF Level 5	Business & Administration Level 2
Customer Service Practitioner Level 2	Customer Service Level 2	Business Administration SVQF Level 6	Customer Service Level 2
Business Administrator Level 3			Warehousing & Storage Level 2

Apprenticeship Levels: comparisons in each country of the UK

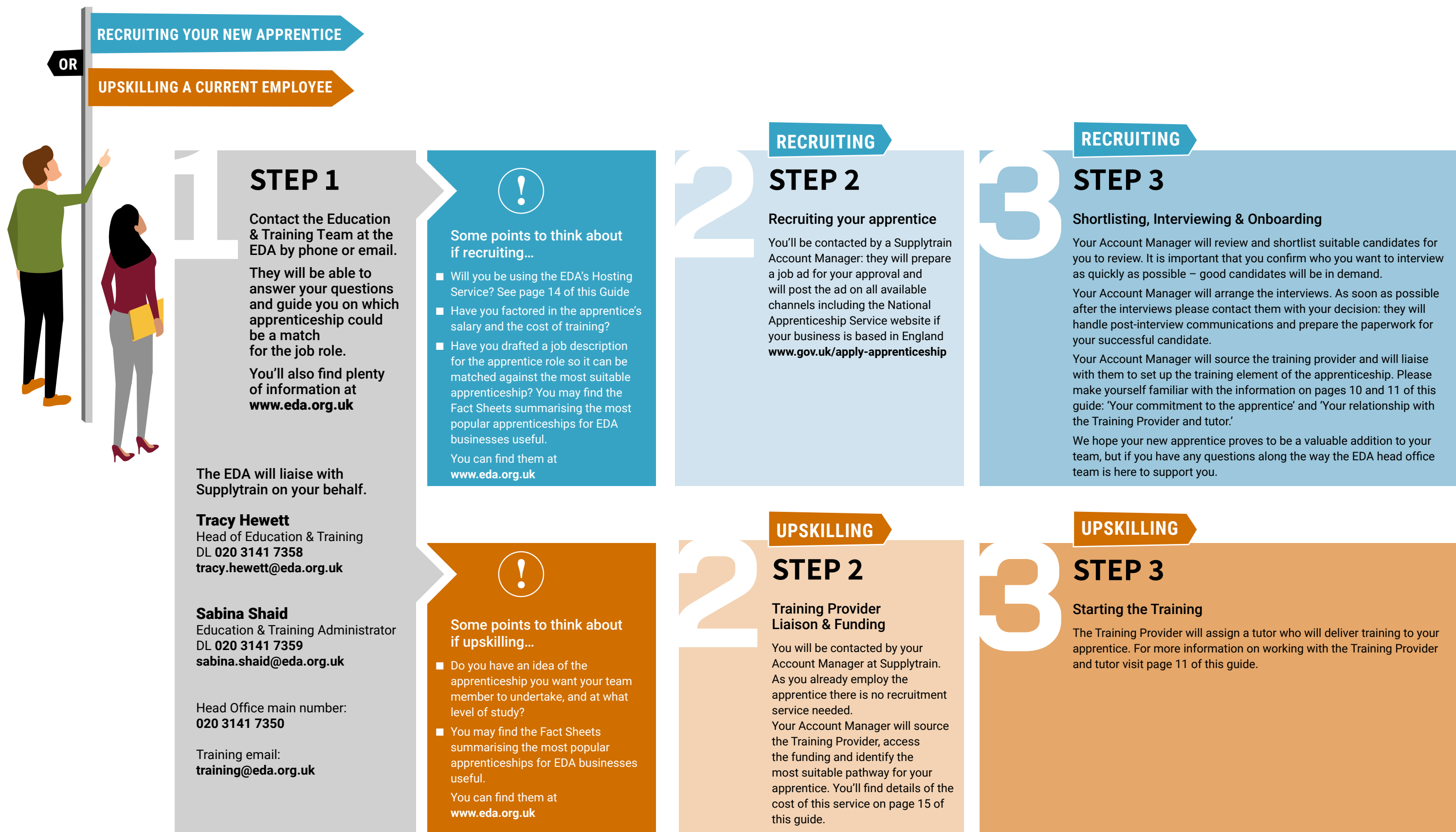
 ENGLAND			
Type of Apprenticeship	Apprenticeship Level		Equivalent education level
Intermediate	2		5 GCSEs
Advanced	3		2 A levels
Higher	4, 5, 6, 7		Foundation degree and above
Degree	6, 7		Bachelor’s or master’s degree

 NORTHERN IRELAND			
Type of Apprenticeship	Apprenticeship Level		Equivalent education level
Level 2 Framework	2		5 GCSEs
Level 3 Framework	3		2 A levels
Higher Level Apprenticeship	4, 5, 6, 7		Foundation Degree, Honours Degree, Master’s Degree

 SCOTLAND			
Type of Apprenticeship	Apprenticeship Level		Equivalent education level
Modern	5 6/7 8/9 10/11		National 5 2 A levels/Advanced Highers HND/DipHE Honours/master’s degree
Graduate	8 10 11		Dip of Higher Education Honours Degree Master’s Degree

 WALES			
Type of Apprenticeship	Apprenticeship Level		Equivalent education level
Foundation Apprenticeship	2		5 GCSEs
Apprenticeship	3		2 A levels
Higher Apprenticeship	4		HNC, HND, Foundation Degree
Degree Apprenticeship	6		Degree

3 step guide for employers:





**Recruiting an
apprentice or
training a current
employee on an
apprenticeship**



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