



**NATIONAL APPRENTICESHIP  
WEEK 2022**

# NATIONAL APPRENTICESHIP WEEK 2022

**B P I F**  
EST·1901

<u>DATE</u>	<u>TIME</u>	<u>WEBINAR</u>
7 February 2022	Available as recording	<a href="#">Careers in Print: Apprenticeships and Lifelong Learning</a> Aimed at parents, carers, guardians, students and teachers - this webinar will introduce you to the exciting industry that is print.
8 February 2022	10:00am - 11:00am	<a href="#">Apprenticeship Funding: Maximising Financial Support Available</a> Aimed at employers of all sizes - this webinar will guide you through the funding opportunities available to support you with your apprenticeship provision
9 February 2022	10:00am - 11:00am	<a href="#">A Journey in Print</a> Aimed at employers and apprentices - you will be able to get an insight on how print has changed through the generations and the value you can gain from the years' of experience your mentors in the industry have
10 February 2022	10:00am - 11:00am	<a href="#">Apprenticeship Recruitment and Vacancies - Where to Start?</a> Aimed at employers, parents, carers, guardians, students and teachers - this webinar aims to give you the tools to ensure that your apprenticeship vacancy attracts highly motivated candidates as well as ensuring that as a young person, you are positioning yourself in the best way to get that job!
11 February 2022	10:00am - 11:00am	<a href="#">Apprenticeship Week Wrap Up</a> The MD of Training will reflect on National Apprenticeship Week 2022, giving a summary of some key conversations from the week as well as highlighting the plans for the BPIF Training in the coming year.

**NATIONAL APPRENTICESHIP WEEK**  
**2022**

**B P I F**  
EST·1901

# Apprenticeship Funding: Maximising Financial Support Available

Aimed at employers of all sizes, this webinar will guide you through the funding opportunities available to support you with your apprenticeship provision. If you are a large business looking how to utilise your apprenticeship levy or a small business concerned about the cost of hiring an apprentice, then this webinar is for you. We will also explore other funded opportunities to build capacity within your business.

**Max Walkington, Head of Data and Compliance**

# Apprenticeships - Who pays what?

**SME**



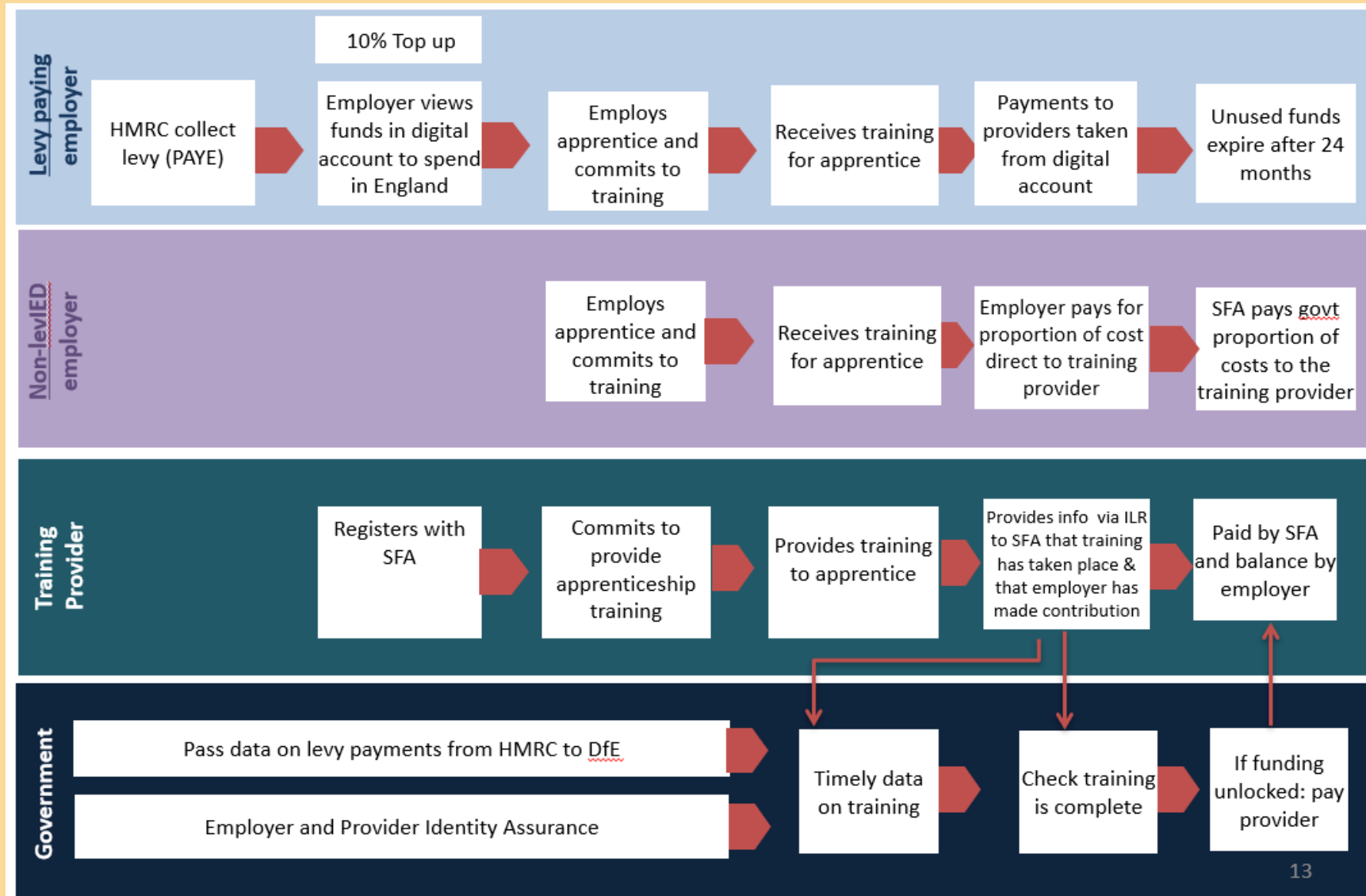
**Non-Levy**



**Levy**



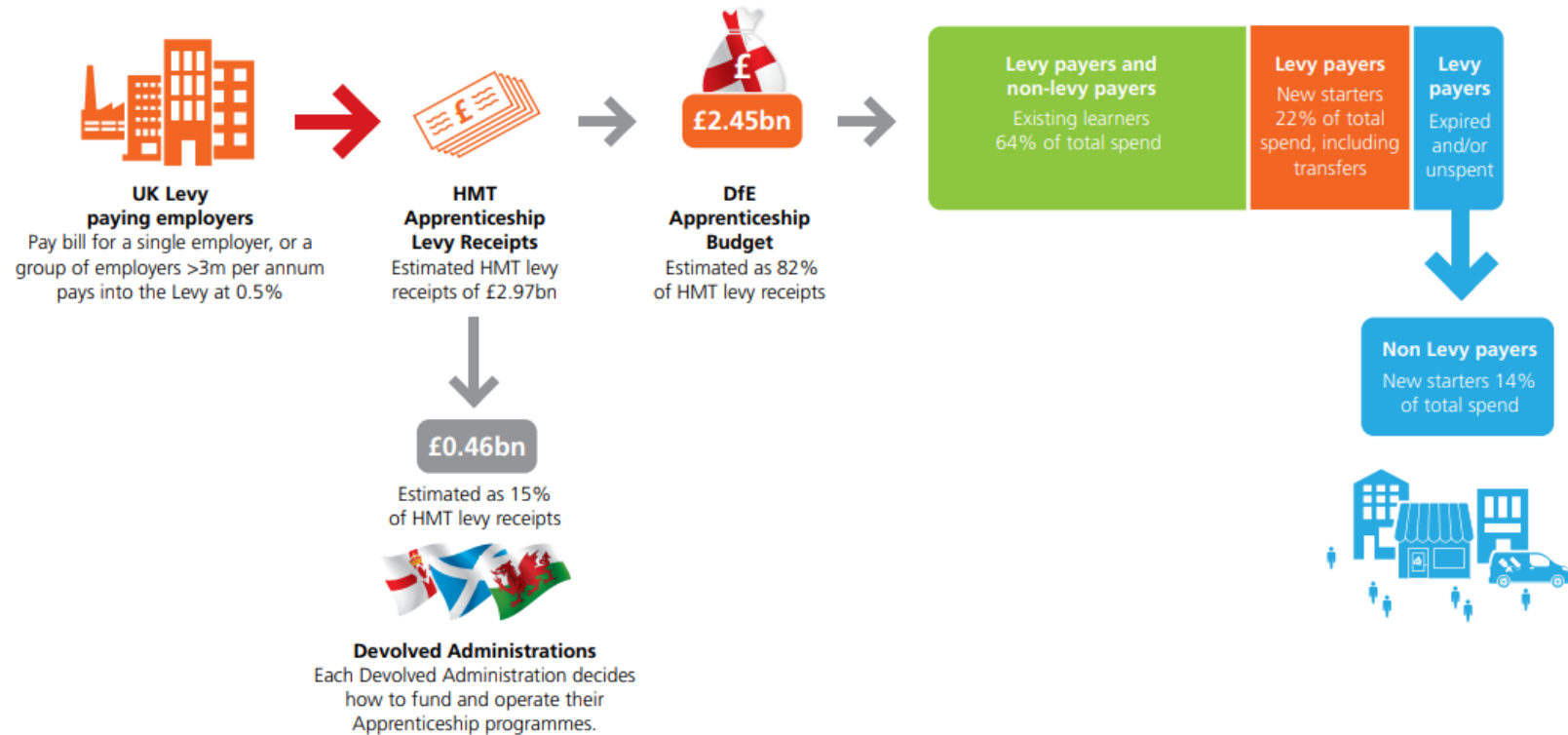
# How the funding works



# Where the money goes

## The apprenticeship levy – where the money goes

Levy income and forecast spend for 2019-20



# Still not sure?

**Check The Apprenticeship Service - <https://accounts.manage-apprenticeships.service.gov.uk/>**

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 the following:

- **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, framework and training provider, and compare one provider with another.
- **Recruit an apprentice** is a new platform through which training providers can post vacancies and manage applications for apprenticeships and traineeships. This will be opened up to employers at a later date.
- **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 levy-paying employers to view their account balance, manage their apprentices and approve funds to pay for their apprenticeship training

# Incentive Payments

## **16-18 year olds**

Government will pay **£1,000 to employers**, and a further **£1,000 to training providers** if they train a 16-18 year old apprentice

## **Disadvantaged young people**

Government will pay **£1,000 to employers**, and a further **£1,000 to training providers** if they train 19-24 year olds leaving care or who have a Local Authority Education and Healthcare plan

## **Small Employers**

Employers with fewer than 50 employees will have 100% of the training and assessment costs covered when training a 16-18 year old or 19-24 year old formerly in care or has a Local Authority Education, Health and Care plan



# Additional Incentive Payments

## Apply for the hire a new apprentice payment

Employers can apply for a payment of £3,000 for new apprentices with an employment start date **from 1 October 2021 to 31 January 2022**.

You must [set up an apprenticeship service account](#) before you can apply.

## Eligibility

You can apply for apprentices with an employment start date from 1 October 2021 to 31 January 2022.

They will also need to have an apprenticeship start date from 1 October 2021 to 31 March 2022.

Applications close on 15 May 2022.

## What you can use the payment for

The payment is different to apprenticeship levy funds, so you can spend it on anything to support your organisation's costs. For example, on uniforms, your apprentice's travel or their salary. You do not have to pay it back.

The payment is in addition to the existing £1,000 an employer will already get for taking on an apprentice who is either:

- aged 16 to 18 years old
- under 25 and has an education, health and care plan or has been in the care of their local authority

# National Insurance Contributions

From 6 April 2016, employers may not need to pay [Class 1 National Insurance contributions](#) for an apprentice, if the apprentice:

- is under 25 years old
- is on an approved UK government apprenticeship standard or framework (these can differ depending on UK country)
- earns less than £967 a week (£50,270 a year)

In England, [apprenticeship frameworks moved to apprenticeship standards](#) in 2020. Existing apprentices on frameworks must have started on or before 31 July 2020.

You can check if your apprentice is on a statutory apprenticeship using the following links:

[England - Standards](#)

[England - Frameworks library](#)

[Wales - Frameworks library](#)

[Scotland - Frameworks](#)

[Scotland - Graduate Apprenticeships](#)

[Northern Ireland - Frameworks](#)

<https://www.gov.uk/government/publications/national-insurance-contributions-for-under-25s-employer-guide/paying-employer-national-insurance-contributions-for-apprentices-under-25>

## Top 7 myths about the apprenticeship programme

### 1 “As my levy funds expire after 24 months then I cannot use them to fund all of an apprenticeship that lasts longer than 24 months”

- FACT: The fact that your funds expire after 24 months in your apprenticeship service account doesn't stop you meeting the full costs of an apprenticeship that lasts longer than 24 months. New funds enter your account every month for as long as you pay the levy.
- The costs of an apprenticeship are spread over the full length of the apprenticeship and are met in monthly instalments. We always use the oldest funds in an account first to minimise the potential for funds to expire.
- Only funds that are not spent will expire 24 months after they enter your account. If you do not have sufficient funds in your account to cover the monthly cost, we will pay 90 per cent of the balance due.
- You can use the National Apprenticeship Service's 'Estimate my apprenticeship funding' tool to estimate how much your organisation will have available to spend on apprenticeships.

### 2 “If you don't spend all your levy, it gets spent by central Government on other things”

- FACT: Unspent levy funds get re-allocated to other apprentices within financial years.
- The apprenticeship levy funds all apprentices currently in training – those already in an apprenticeship and those just starting, those working for employers who pay the apprenticeship levy, and those working for employers who do not.
- As businesses of all sizes recruit and train more apprentices, we expect there will be very little (if any) year on year underspends of the apprenticeship levy.

### 3 “20% off-the-job training is inflexible: it has to involve 1 day off a week, spent in college”

- FACT: Off-the-job training does not have to involve 1 day a week spent in college. It can be delivered in a way and place that suits you and the provider, allowing the apprentice to learn the new knowledge, skills and behaviours required.
- The style and timing of the learning is very varied – it could be a block of time in a residential setting or online learning to fit in with shifts. We published guidance with best practice examples in June 2017 – it's available [here](#).

### 4 “Providers have to advertise apprenticeship vacancies for us”

- FACT: As an employer you are free to advertise your own apprenticeship vacancies directly on your own websites, along with any other details including application processes. You do not have to advertise through providers.
- We also encourage you to advertise vacancies through our '[Find an apprenticeship' service](#) (FAA), so that potential apprentices can find lots of vacancies all in one place. The training provider you work with must post FAA vacancies on your behalf – talk to your provider to find out more.
- From October 2018, employers will be able to post their own vacancies on 'Recruit an apprentice,' which will then show up on FAA.

### 5 “Apprenticeships cannot be used for existing staff”

- FACT: Apprenticeships can be used to upskill and/or retrain employees of any age, including older workers or existing staff, as long as the apprenticeship is giving them new skills to enable them to achieve competence in their chosen occupation.

### 6 “Apprenticeships are only entry level – they are for low skilled people”

- FACT: Apprenticeships are available from Level 2 (GCSE equivalent) right through to Levels 6 and 7 (equivalent to a Bachelor's or Master's degree). Some apprenticeships may also offer additional professional qualifications, such as ACCA. You can check the [Institute for Apprenticeships website](#), which is constantly being updated as new standards come online every month.

### 7 “Apprenticeships are only for young people (16-18)”

- FACT: Apprenticeships are available to people of all ages; anyone over the age of 16 living in England can apply. There are different entry requirements depending on the industry, job role and apprenticeship level.

**How much  
does it  
cost?**

Apprenticeship	Level	Maximum Cost	Typical Duration (Months)	5%
Print Technician	3	£12,000.00	30	£600.00
Print Operative	2	£8,000.00	24	£400.00
Team Leader / Supervisor	3	£4,500.00	24	£225.00
Operations / Departmental Manager	5	£7,000.00	30	£350.00
Senior Leader	7	£14,000.00	24	£700.00
Customer Service Practitioner	2	£3,500.00	18	£175.00
Customer Service Specialist	3	£4,000.00	18	£200.00
Business Administrator	3	£5,000.00	18	£250.00
Lean Manufacturing Operative	2	£6,000.00	18	£300.00
Signage Technician	3	£10,000.00	24	£500.00
Sales Executive	4	£6,000.00	18	£300.00

# Transferring unused apprenticeship funds to other employers

## How transferring funds works

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
- work with regional partners

## How much can be transferred

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.

## What transfers can pay for

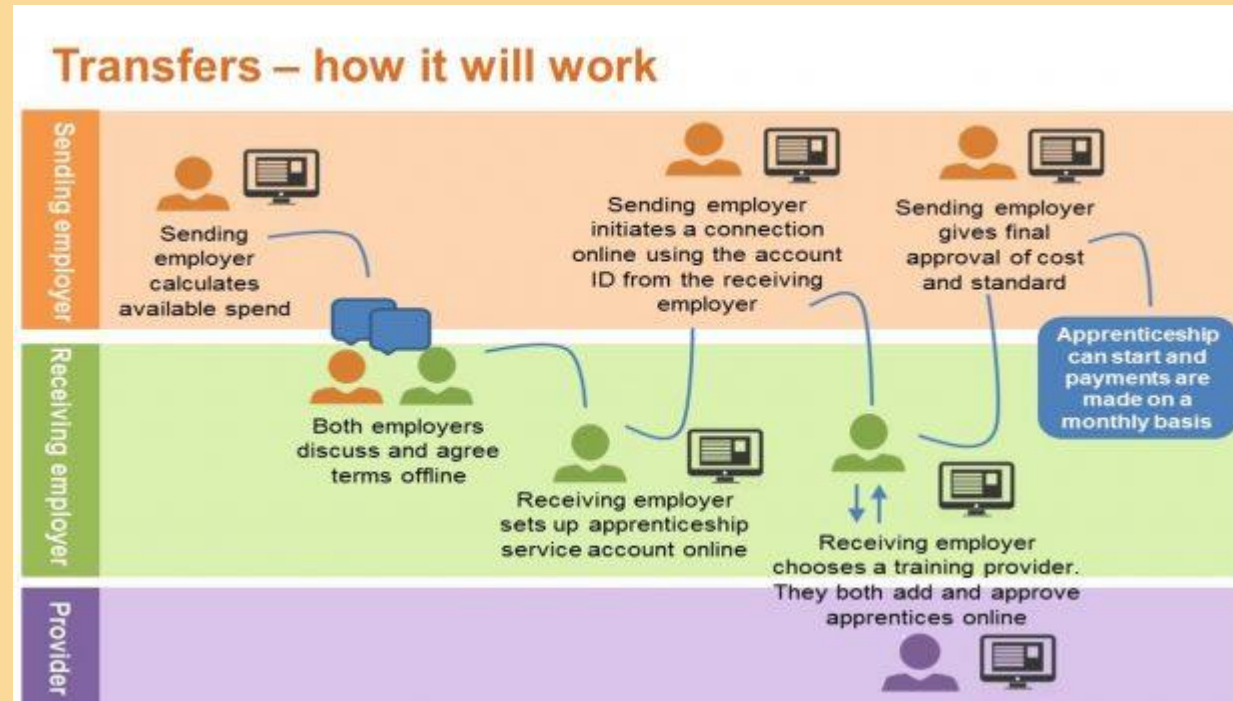
Transferred funds will be used to pay for the training and assessment cost of the apprenticeships agreed with the receiving employer.

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

<https://www.gov.uk/guidance/transferring-apprenticeship-service-funds>

# Transferring unused apprenticeship funds to other employers



## Common myths about transferring apprenticeship service funds

### 1 “You can only make a transfer of apprenticeship service funds to an employer in your supply chain”

- FACT: You can make a transfer of apprenticeship service funds to any employer of your choice.

### 2 “You can fund any apprenticeship with a transfer”

- FACT: You can only fund apprenticeship standards with a transfer, not apprenticeship frameworks. Employers are designing new high quality standards to replace frameworks to ensure apprenticeships are more responsive to employers' needs.

### 3 “If an employer makes a transfer to another employer, then they won't know what they will spend it on”

- FACT: The employer sending the transfer has to give final approval to the apprenticeship(s) being funded in the apprenticeship service, after the receiving employer and training provider have agreed all of the details.

### 4 “Can I transfer 10% of my apprenticeship service funds to a charity as a gift?”

- FACT: Transfers can only be made to pay for an apprenticeship in another organisation. You can transfer funds to a charity to pay for an apprentice. The transferred money can be used only to pay the training and assessment costs of an apprentice.

### 5 “Training providers can transfer apprenticeship service funds and deliver the training”

- FACT: Training providers can make transfers, but they cannot then provide the training for that funding, either as the provider or as a subcontractor.

You can find more details of the policy on transferring apprenticeship service funds [here](https://www.gov.uk/guidance/transferring-apprenticeship-service-funds):

[gov.uk/guidance/transferring-apprenticeship-service-funds](https://www.gov.uk/guidance/transferring-apprenticeship-service-funds)

For news about the apprenticeship service, follow:

[@esfdigital](https://twitter.com/esfdigital)

[sfdigital.blog.gov.uk](https://www.sfdigital.blog.gov.uk)

Brought to you by  
National  
Apprenticeship  
Service

### 6 “You can only fund one apprentice at a time with a transfer and you can only make one transfer transaction”

- FACT: As a temporary measure when transfers were first introduced, you were only able to make a transfer to one employer (which could have funded as many apprenticeships as you chose, up to your 10% maximum allowance).
- From July 2018, you can transfer to any number of employers, for any number of apprenticeships with each, up to the maximum of your 10% allowance.

### 7 “If my 10% transfer is less than the cost of the apprenticeship standard, can I still transfer my funds to pay for that apprenticeship? For example, if I can transfer £10,000 but the apprenticeship standard I want to fund costs £27,000”

- FACT: Before setting up a transfer you need to ensure that your annual 10% transfer allowance is sufficient to cover the annual cost of an apprenticeship standard.
- When setting up a transfer you agree to cover the full cost of training and assessment up to the funding band maximum for that apprenticeship.
- You can use the National Apprenticeship Service's 'Estimate my apprenticeship funding' tool, which will tell you whether you can afford a particular apprenticeship standard from within your allowance. You can access the tool from the 'Transfers' section of your accounts. For more information you can go [here](#).

### 8 “I want some of my unspent levy funds to be used to help others by aggregating some of my funds with theirs, but I can't do that”

- FACT: We do that for you by reallocating unspent funds to other apprentices. There are also other ways that you can support other employers of your choice directly:
- You can transfer up to 10% of the funds in your apprenticeship service account to other employers of your choice directly (such as in your supply chain), and you can work with others to agree how best to support your supply chains in this way.
- You can use an existing body, such as a LEP, regional hub or sector body, or set up a new one to co-ordinate or manage transfers activity.
- You can loan or second an apprentice you employ to another employer for the work based part of their apprenticeship.

B P I F  
EST·1901

# What if my levy pot runs out?

Where there are insufficient funds in the employer's levy account the employer is required to co-invest for any shortfall in their levy pot.

The shortfall will be funded by the ESFA. Depending on the Apprentices start date;

- Prior to 1st April 2019 by 90% ESFA funding and a 10% employer co-investment
- After 1st April 2019 by 95% ESFA funding and a 5% employer co-investment.

The Training Provider (BPIF) is required to invoice the Employer for any co-investment contributions required from the funding reports and record the payments.

The employer's requirement to co-invest where they have insufficient funds in their Levy account is included in their contract with the ESFA and the Provider funding rules require the Training Provider (BPIF) to collect the co-investment payments.



# Traineeships

## What is a Traineeship

A traineeship is a skills development programme that includes a work experience placement aimed at helping to prepare young people aged 16-18 for employment or an apprenticeship. Traineeships will include between 70 and 240 hours work experience placement, with BPIF providing support for additional training needs for the young person.

## How the Traineeship programme works

BPIF will assess the needs of the trainee. Some trainees may need pre-employment training before starting their work experience placement. BPIF will then work with the employer to plan and agree the length of the work experience placement, the days the trainee works and how the programme will be delivered. Traineeships are flexible and employers can change the programme as they go to make sure they and the trainee gets the most out of it. After the traineeship, employers should offer the trainee an apprenticeship if one is available or provide them with an exit interview with meaningful written feedback to support their future employment opportunities.

<https://bpif.training/traineeships-register-your-interest/>

# Traineeships

## What are the benefits to an employer

Offering a work placement gives employers the chance to:

- Get to know and work with a young person to see if they are right for an apprenticeship or job in their business
- Design a programme that suits the needs of the trainee and their business
- Develop current employees' experience in training and mentoring
- Recruit new talent for their business
- Claim an employer incentive of £1,000 when a work experience placement of over 70 hours has been completed

## How are Traineeships funded

Traineeships are funded by the government. Traineeships are free to the employer, but they may choose to support trainees with expenses such as transport and meals.

<https://www.gov.uk/guidance/traineeship-information-for-employers>

<https://bpif.training/traineeships-register-your-interest/>

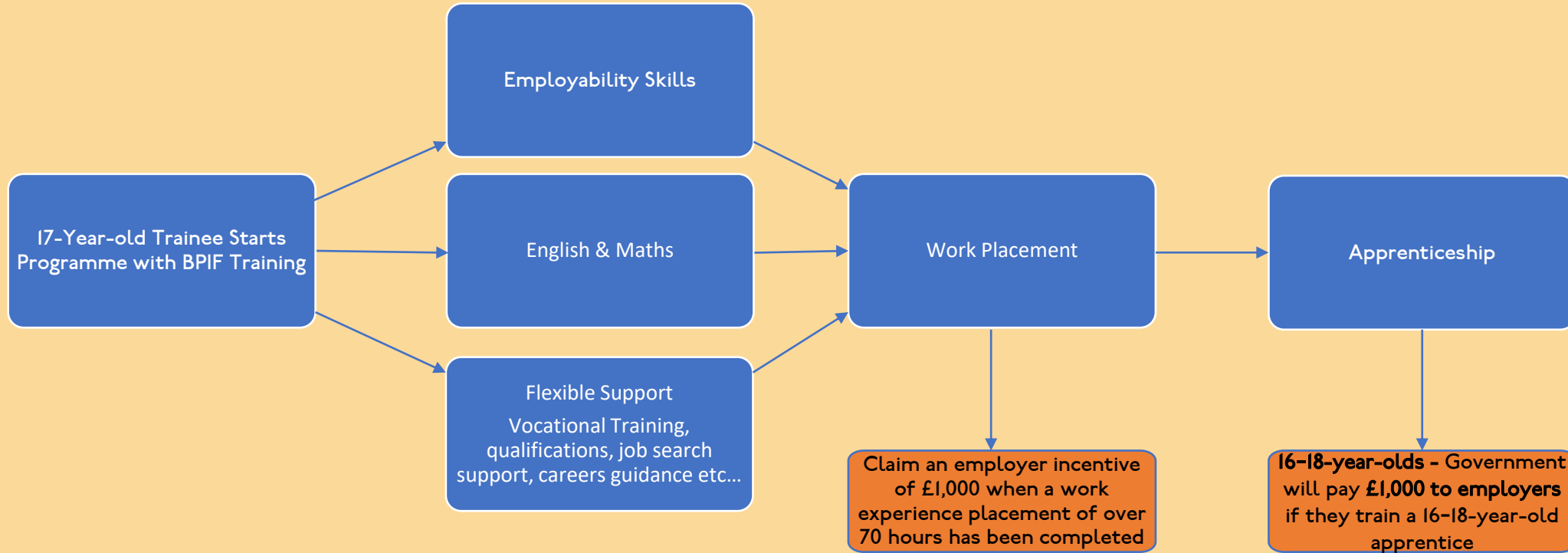
# Traineeships Vs. Kickstart

	<b><u>Traineeship</u></b>	<b><u>Kickstart</u></b>
Target Audience	16-24 year olds, Level 3 and below educated	16 to 24 year olds on universal credit
Length of programme	On average, 8-12 weeks	6 months
Minimum hours	70hr work placement over duration of programme	Minimum 25 hours per week
Employer Incentives	£1000 per trainee, up to 10 per employer	£1500 grant to support pre-employment training costs
Wages	Non waged provision, however advised that travel and subsistence is provided	Wages and contributions are paid for by the Governments at NMW or NLW
Provider Support	Directly managed and delivered by a training provider	None
Progression	Can progress into full time job or an apprenticeship ay anytime	Can progress into full time job or an apprenticeship ay anytime
Outcome	A job An apprenticeship An exit interview	No requirements to retain staff

Kickstart Scheme applications closed at midday on 17 December 2021.

Young person must be in the job on or before 31 March 2022

# An Example...



# Questions / Comments

Max Walkington

[Max.Walkington@bpif.org.uk](mailto:Max.Walkington@bpif.org.uk)

07719 964561

# Closing

**#BuildTheFuture**  
**#MoreThanPrint**

[Bpif.training](https://bpif.training)

[Britishprint.com](https://Britishprint.com)

[training@bpif.org.uk](mailto:training@bpif.org.uk)

# NAW 2022 - Next Up

<u>DATE</u>	<u>TIME</u>	<u>WEBINAR</u>
7 February 2022	10:00am - 11:00am	<a href="#"><u>Careers in Print: Apprenticeships and Lifelong Learning</u></a> Aimed at parents, carers, guardians, students and teachers - this webinar will introduce you to the exciting industry that is print.
8 February 2022	10:00am - 11:00am	<a href="#"><u>Apprenticeship Funding: Maximising Financial Support Available</u></a> Aimed at employers of all sizes - this webinar will guide you through the funding opportunities available to support you with your apprenticeship provision
9 February 2022	10:00am - 11:00am	<a href="#"><u>A Journey in Print</u></a> Aimed at employers and apprentices - you will be able to get an insight on how print has changed through the generations and the value you can gain from the years' of experience your mentors in the industry have
10 February 2022	10:00am - 11:00am	<a href="#"><u>Apprenticeship Recruitment and Vacancies - Where to Start?</u></a> Aimed at employers, parents, carers, guardians, students and teachers - this webinar aims to give you the tools to ensure that your apprenticeship vacancy attracts highly motivated candidates as well as ensuring that as a young person, you are positioning yourself in the best way to get that job!
11 February 2022	10:00am - 11:00am	<a href="#"><u>Apprenticeship Week Wrap Up</u></a> The MD of Training will reflect on National Apprenticeship Week 2022, giving a summary of some key conversations from the week as well as highlighting the plans for the BPIF in the coming year.