



**London
South Bank
University**

EST 1892

Apprenticeships Employer Guide


Ofsted
Good
Provider

Who we work with

We work with many employers including:



For full list of businesses please visit:
www.lsbu.ac.uk/business/apprenticeships/businesses-we-work-with

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 practice 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.

All our schools offer apprenticeships which were designed by employers and for employers.

What programmes are available?

In order to undertake a degree apprenticeship programme, an apprenticeship standard must be in place. As a university, we are continually working to develop new apprenticeship programmes to meet employer needs; however, we cannot deliver an apprenticeship programme until the government has approved the apprenticeship standard. A list of apprenticeship standards (approved and in development) can be found here: www.instituteforapprenticeships.org/apprenticeship-standards

We offer a range of apprenticeship programmes from higher level (Level 4) through to postgraduate/master's (Level 7). As a university, we also have a number of internal approval processes and requirements that need to be met in order for us to develop apprenticeship programmes. This is to ensure our apprenticeships are of the highest quality and meet the requirements of the apprenticeship standard and of industry. You can see our current programmes here: www.lsbu.ac.uk/business/apprenticeships/apprenticeship-standards

Each apprenticeship programme will have different entry requirements and a funding band allocated to it. Please be mindful of this when looking into apprenticeships.

Applied Sciences

Arts and Creative Industries

Built Environment, Construction and Architecture

Business

Engineering

Health and Social Care

Law and Social Sciences

What employers say about apprenticeships

The Apprenticeship evaluation 2017 Employers Survey was designed to provide an understanding of how apprenticeship policy is being implemented and determine the impact on employers. Some of the findings are below.

84%

of employers were satisfied with their apprenticeship programme.*

86%

of employers said the development of skills relevant to the organisation was one of the most important benefits of apprenticeships.*

84%

of employers planned to continue offering apprenticeships in their organisation.*

83%

of employers would recommend apprenticeships to other organisations.*

75%

said that further benefits included; improved productivity, better quality of product or service, and higher staff morale.*

*Apprenticeship Evaluation 2017 Employers Survey

Our dedicated Apprenticeship Team

Our apprenticeship team is made up of experts on hand to support and work with you through the whole process. You will have a dedicated account manager who will be your main point of contact with the university. They can help you navigate apprenticeship funding and the Apprenticeship Service, carry out a skills audit to identify the best apprenticeships for your business and explain the process. During the apprenticeship your account manager will keep you informed with regular updates about your apprentice(s) and will co-ordinate regular reviews.

Get in touch with us today at apprenticeships@lsbu.ac.uk and see how we can help you to develop your workforce.

"Working with LSBU has been a big part of our scheme's success. Their team understands how our scheme fits into our wider strategy, which makes for a better recruitment process. Their commitment to ensuring a cultural fit with the businesses they partner with is key to making the experience of the apprentices themselves the best it can be."

Simon Birchall, Director, Equals Consulting

Powering your business with our expertise

Since 1892, we've been providing vocationally-relevant, accredited and professionally recognised education.

We're a cosmopolitan university with over 18,000 students drawn from over 130 countries. We've been awarded Silver for teaching excellence under the Government's Teaching Excellence Framework (TEF). We are also proud to be the only university to be awarded University of the Year for Graduate Employment for two years in a row (The Times and The Sunday Times Good University Guide 2018, 2019).

Today, LSBU has strong links to businesses of all sizes across the London, the South East and beyond.

Our values are EPIIC

Excellence. We are known for working to a high standard and providing a quality service to everyone

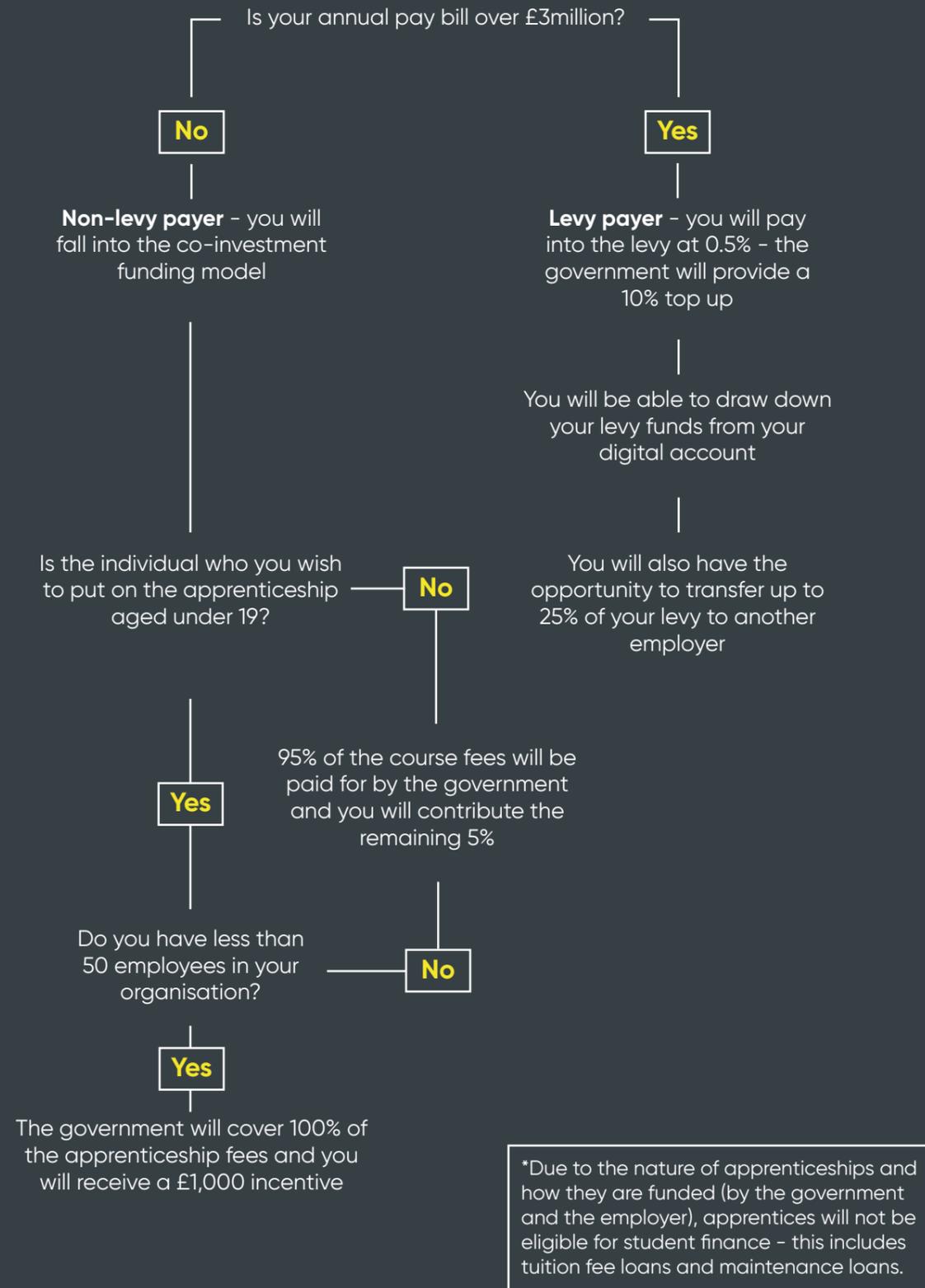
Professionalism. Everyone takes personal accountability and responsibility, leads by example and inspires others.

Integrity. We communicate with transparency and respect, creating a working and learning environment based on trust.

Inclusivity. We celebrate being a diverse and vibrant community, where there are no barriers to inclusion and where we view the differences between people as a source of strength.

Creativity. We are innovative, generating ideas and opportunities that are useful in solving problems and enhancing the reputation of the University.

Funding explained



The Apprenticeship Levy

The apprenticeship levy was introduced in April 2017 and requires all employers operating in the UK, with a pay bill of over £3 million each year to invest in apprenticeships. The funding policy supports the changes to the way apprenticeships in England are paid for, underpinned by the apprenticeship levy of 0.5% of the annual pay bill for companies paying over £3 million per year.

Once payments have been declared to HMRC (through the PAYE system), employers will have access to a digital apprenticeship account from which they will be able to access funding to pay for apprenticeship training. The Government will top up funding by 10%, meaning that for every £1 that enters the account, employers will have £1.10 to spend on training.

Digital apprenticeship service

Through the Digital Apprenticeship Service (DAS), employers are able to choose their training providers and select organisations to assess their apprenticeships.

You can only use the funds in your digital account for apprenticeship training and assessment for apprentices that work at least 50% of the time in England, and only up to the funding band maximum for that apprenticeship. If the costs of training and assessment go over the funding band maximum, you will need to pay the difference with other funds from your own budget.

You can't use funds in your account to pay for other costs associated with your apprentices (such as wages, statutory licences to practise, travel and subsidiary costs, work placement programmes or the setting up of an apprenticeship programme).

Funds show in your apprenticeship service account on the 23rd day of each month. The amount of funding entering your account each month is calculated as follows:

- The levy you declare to HMRC through the PAYE process
- Multiplied by the proportion of your bill paid to your workforce who live in England
- Plus a 10% government top-up on this amount

- When you add a PAYE scheme to your account, any backdated levy funds will be added to your account.
- Currently funds will be backdated to April 2017 when the apprenticeship levy started, after which funds will be backdated for a maximum of 24 months.
- Funds you don't use will expire 24 months after they enter your account. Payments from your account to your training provider always use the oldest funds first.

You can find out more information on how to set up your digital account and manage this service here: www.gov.uk/guidance/manage-apprenticeship-funds

Share funds with another employer

If you are in a group of companies paying the levy together, your group can already set up a single shared apprenticeship account and pool your funds.

Levy-paying employers are able to transfer funds to other employers, through the apprenticeship service. Transfers can be made to any employer, including smaller employers in their supply chain, and apprenticeship training agencies.

Levy-paying employers who wish to transfer funds will have to agree the individual apprenticeships that will be funded by a transfer with the employer receiving the funds. Employers receiving transferred funds will only be able to use them to pay for training and assessment for apprenticeship standards. Transferred funds cannot be used to pay for training and assessment for apprenticeship frameworks.

The co-investment model

The Government will co-invest 95%* of the costs of apprenticeship training for those businesses who will not be paying the levy. These businesses will be expected to contribute 5%* of the cost of the full apprenticeship. This model also applies to those levy paying businesses who wish to invest more in apprenticeship training than what is available in their digital accounts.

Find out more: www.gov.uk/guidance/pay-apprenticeship-levy



Apprenticeship entry requirements

For employees who already work within your company and those who are new to the role, there are a number of entry criteria set by both the government and by the university which individuals need to meet in order to undertake an apprenticeship programme.

To be eligible, apprentices must:

- Have the right to work in England
- Spend at least 50% of their working hours in England
- Work for you, a connected company or connected charity as defined by HMRC
- Be employed in a full-time role and work a minimum of 30 hours per week
- Be employed in a relevant role to the apprenticeship programme they are applying for
- Have Maths and English GCSE grade C or above or equivalent and be able to supply certificates upon application
- Meet the standard academic entry requirements of the programme (this may include A Levels, BTECs, undergraduate degree etc.)

Apprenticeship programme delivery

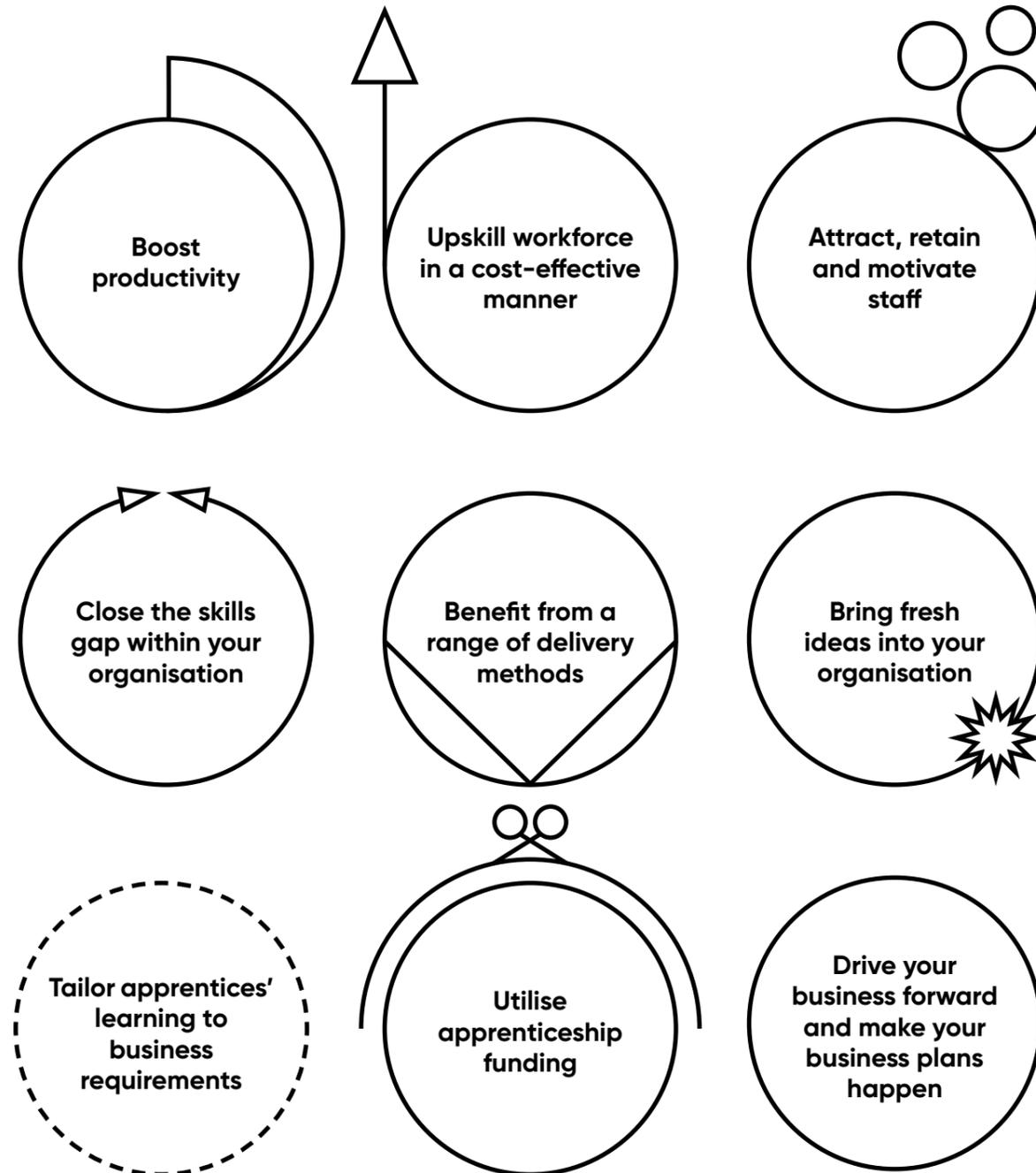
The key to the success of our apprenticeship programmes is their flexible delivery models. We recognise the need for apprentices to be in the office as much as possible and so have developed delivery models to reflect this. Our programmes offer a mix of day-release, block delivery and online learning and the delivery mode will depend on the programme.

Apprenticeship assessments

There will be a range of assessment methods depending on the programme. These may include examinations, essays and presentations etc. There will also be an End Point Assessment (EPA) which is a holistic and independent assessment of the knowledge, skills and behaviours which have been learnt throughout the apprenticeship.

An apprentice can only take the EPA once they have met the minimum duration of an apprenticeship, satisfied the gateway requirements (e.g. confirmation of GCSE English and Maths and the degree certificate) set out in the assessment plan and you (in consultation with the university) are content they have attained sufficient skills, knowledge and behaviours.

What are the benefits?



20% off the job

Apprenticeships must last a minimum of 12 months and involve at least 20% off-the-job training. This 20% off-the-job training requirement is measured over the course of an apprenticeship (as opposed to over an academic year). The off-the-job training is an essential part of an apprenticeship and therefore must take place during employed time.

Off-the-job training is defined as learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of an apprenticeship. This can include training that is delivered at the apprentice's normal place of work but must not be delivered as part of their normal working duties. The off-the-job training must be directly relevant to the apprenticeship standard, teaching new knowledge, skills and behaviours required to reach competence in the particular occupation.

What this includes:

- The teaching of theory (lectures, simulation exercises, online learning etc.)
- Practical training (shadowing, mentoring, industry visits, attendance at conferences)
- Learning support and time spent writing assignments

What this does not include:

- Progress reviews
- Training which takes place outside of apprentice's paid working hours
- Training to acquire skills, knowledge and behaviours that are not required in the apprenticeship standard

All off-the-job training must take place during paid hours. Apprentices may choose to spend additional time on training outside their paid hours, but this must not be required to complete the apprenticeship.

We will provide a means of tracking the 20% off-the-job by way of an online portfolio.

Funding bands

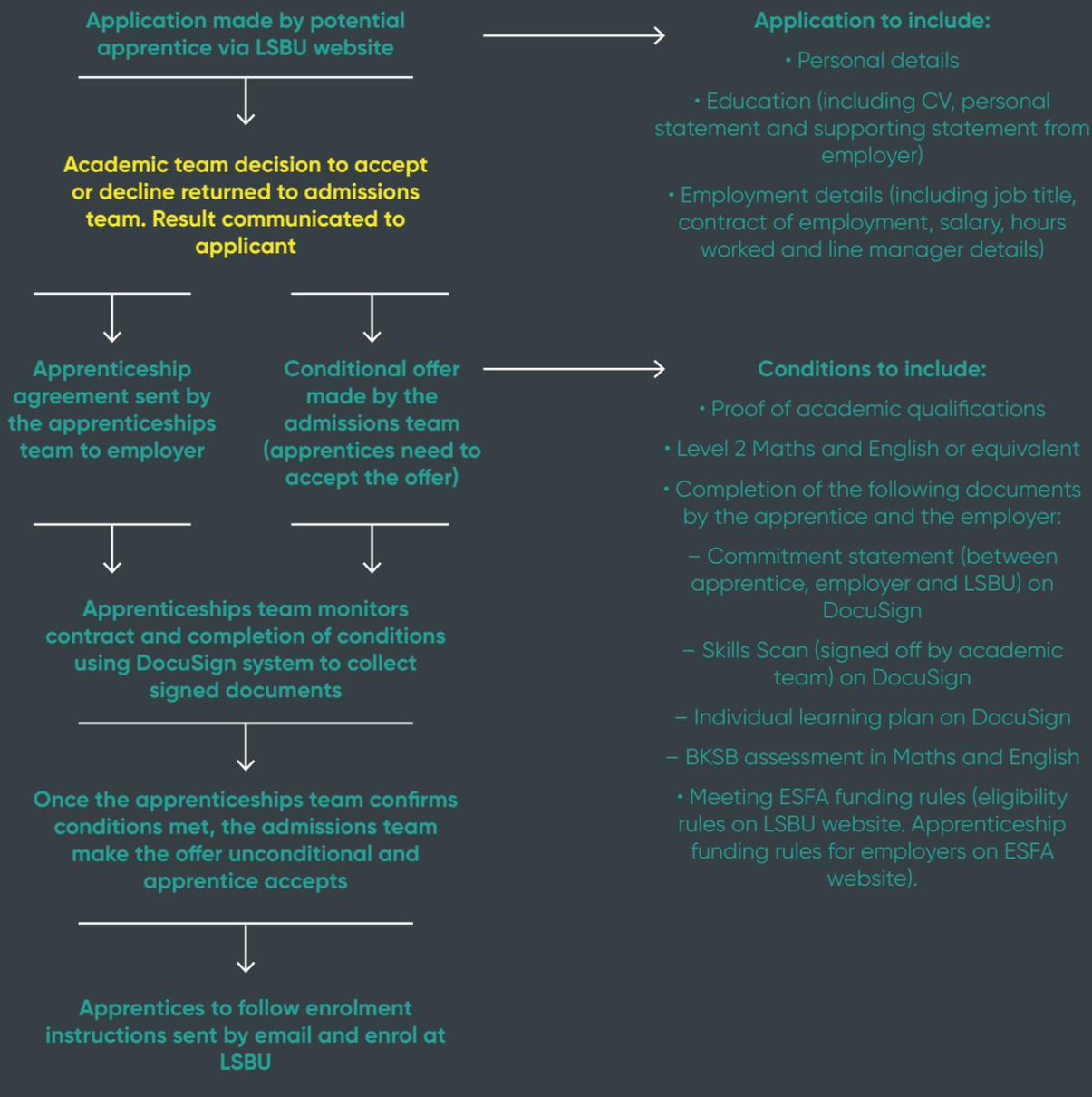
All apprenticeship standards have a funding band attached to them. There are 30 funding bands with the upper limit of the bands ranging from £1,500 to £27,000. The upper limit of the band represents the maximum amount of funds an employer who pays into the levy can use towards the apprenticeship. It also represents the maximum amount the government will co-invest for non-levy payers.

You can find more information on the funding bands here:

www.gov.uk/government/publications/apprenticeship-funding-bands

Apprenticeship application process

We understand the steps to offering an apprenticeship can be hard to understand, so we have provided a step-by-step guide. If you are interested in offering an apprenticeship, complete the following steps:



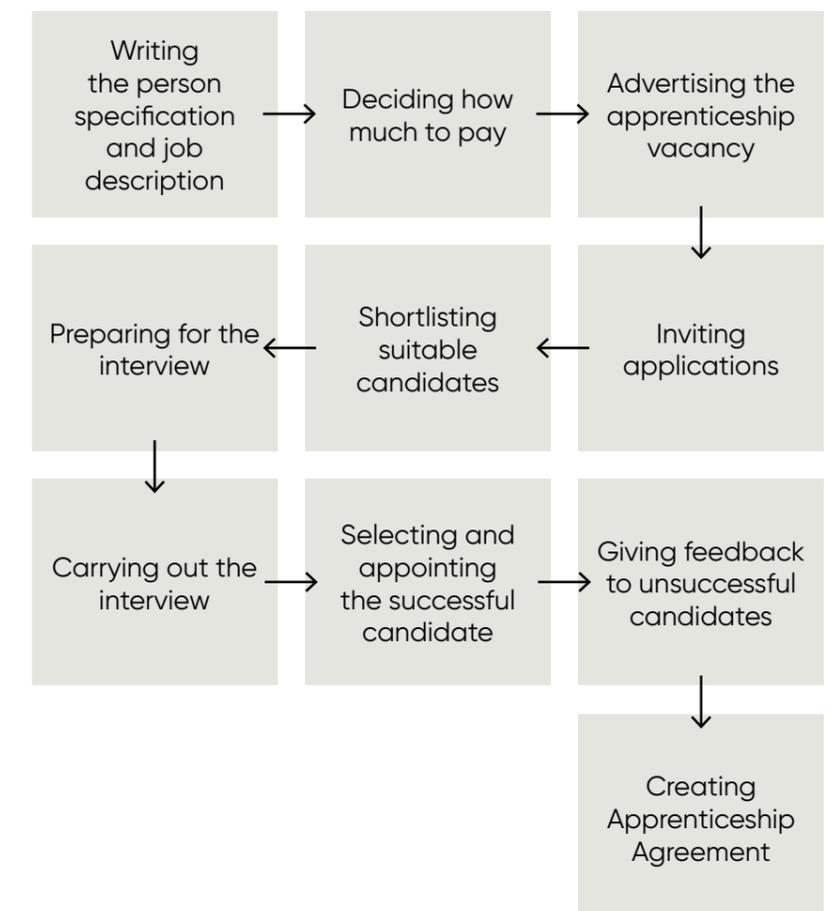
Recruiting a new apprentice

Finding the right apprentice for your company can feel like a daunting task if you are not used to the recruitment process. The diagram below has been designed to help you with the apprenticeship recruitment process, particularly if you are a small or medium sized employer.

We appreciate that many employers will already have existing HR processes that cover all or part of the apprenticeship recruitment process, however we hope that you will find this diagram helpful.

Everyone involved in the recruitment and selection of staff has a responsibility to ensure that candidates are treated fairly, that decisions are made objectively and that constructive feedback is offered where possible.

Full details including the apprenticeship vacancy form can be found on www.lsbu.ac.uk/business/apprenticeships/apprenticeship-recruitment-stages





Student life for apprentices at LSBU

Facilities

Industry-standard and innovative facilities give courses the feel of the working world including highly specialised labs, a student centre and a library.

Location

Our main campus is in the heart of London. During their time here, apprentices will be able to experience cultures from every corner of the globe with ease. As LSBU students, apprentices can find anything from food, music and art of every kind right on their doorstep for them to enjoy.

Student services

Our services support students' educational, personal and employment needs. Our aim is to enable all students to achieve their potential while studying, by providing an approachable and reliable service that students can trust. Any questions or concerns apprentices may have the student services are here for them.

Academy of Sport

We bring together educational opportunities and quality sports services through our facilities, taught courses and research.

Students' Union

Our Students' Union is key to a great student experience. Our Students' Union exists to enhance the student experience and represent students' academic interests, both on and off campus, whilst they study with us.

The Passmore Centre

A dedicated hub for apprentices at LSBU. Apprentices benefit from events, lectures and support provided by LSBU throughout the year.



"Leaders and managers are committed to providing apprenticeships that align well with the university's vision and mission of improving the life chances of local people."

Leaders and managers have established effective partnerships with employers. This supports apprentices to develop the appropriate high level skills they need for their job.

Tutors plan and teach lessons that improve apprentices' ability to do their jobs effectively.

Tutors support apprentices well to develop career goals and encourage them to meet their aspirations successfully.

Apprentices are supported well in their jobs to develop good practical skills that they can apply confidently in their workplace."

Ofsted, February 2019

Find out more about Apprenticeships at London South Bank University and how we can help you make your business plans happen and develop your workforce.

Email: apprenticeships@lsbu.ac.uk

Phone: 020 7815 7304

Website: www.lsbu.ac.uk/business/apprenticeships



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