

## Recruiting and Resourcing

Whilst the CIPD are predicting that graduate recruitment will rise substantially this year there has never been a better time to take on apprentices and there seems to be renewed interest in providing opportunities for young workers.



### The Apprentice

An apprentice route is an accessible programme that blends on the job training with a technical underpinning and covers three qualification programmes of Intermediate, Advanced and Higher Level.

Typically an apprentice scheme provides a framework of qualifications and credits, key functional skills and technical, occupationally relevant certificates and is available for many different career choices.



An employer can recruit an apprentice through their own means, may have a current employee that they wish to join an apprentice scheme or can recruit via the

apprentice website to attract the right candidate.

Qualifications are made up of both mandatory and job specific modules which are assessed either on site or via weekly day release at a local college.

**For 16 – 18 year olds,** the training scheme for an apprentice is totally funded by the government.

**For 19 – 24 year olds,** it is part funded. (Degree level candidates are not eligible for apprentice level training).

Apprentices are under a contract of employment and therefore normal terms and conditions pertaining to your business and processes apply.

Apprentices have an assessor assigned to them to evaluate their work and ensure that the experience that they are gaining falls within the remit of each module.

Apprentices are paid the apprentice rate or above, currently £2.68 per hour for their first year of employment under the scheme.

Apprentices can elect to continue a further year of apprentice training once they have completed their first year.



### WHO ARE addHR ?

Add HR provides practical, no-nonsense HR support to make sure your business runs smoothly and profitably. We understand the realities of the modern business world and appreciate that HR has to make a positive contribution to your organisation's success to be of value.

Based in Maidenhead, we are ideally located for Berkshire, Buckinghamshire, Oxfordshire and London, but serve clients all over the UK.

Call Theresa Marks for further information 07720 837727 or [theresamarks@addhr.co.uk](mailto:theresamarks@addhr.co.uk)

### Government GRANTS

Currently the UK government is providing eligible employers further funding by way of an Apprenticeship Grant to support young people looking to start a career.

A £1,500 grant is available to eligible\* employers once the apprentice has completed 13 weeks of their training and are in employment with the employer.

*\* terms and conditions apply*



## HR Consultancy Service

If you are considering recruiting, why not consider taking on an apprentice. Theresa Marks can help guide you through all the options which are available to you via local training providers. You can contact her on 07720 837727 or e-mail: [theresamarks@addhr.co.uk](mailto:theresamarks@addhr.co.uk)