



Next Step
Apprenticeships



Apprenticeship Employer Guide

WHO ARE WE?

Next Step Apprenticeships is an independent training provider based in Brighton. Our dedicated team collaborates closely with employers throughout the Sussex area, committed to sourcing the finest apprentices who will seamlessly integrate into your businesses. Our goal is to discover the ideal apprentice, empowering your business to thrive and achieve unparalleled success.



APPRENTICESHIPS WE OFFER

Apprenticeships are an amazing way to learn.

COURSE DESCRIPTION	DURATION	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Business Administration	18 months		✱		
Customer Service	15-18 months	✱	✱		
Digital Marketing	18 months		✱		
Early Years	18-24 months	✱	✱		✱
Equine	15-18 months	✱	✱		
Hospitality	12-18 months	✱	✱		
Human Resources	18-24 months		✱		
Information Communications Technician	18 months		✱		
Learning and Development	18-24 months		✱		✱
Management	18-24 months		✱		✱
Marketing Executive	18 months			✱	
Team Leaders	18 months		✱		

HOW WE DELIVER OUR APPRENTICESHIPS

We offer access to highly qualified Skills Coaches who are here to guide and support our apprentices along their learning journey.

One of our qualified Skills Coaches is allocated to an apprentice. We pride ourselves on our personalised approach by ensuring we match the appropriate Skills Coach with the apprentice.



HOW TO HIRE AN APPRENTICE?



STEP 1

CONTACT US: Contact us directly to discuss the apprenticeship programmes we offer. This will allow you to gain a deeper understanding of how we work as an apprenticeship training provider. Identifying the skills gap will allow the business to find an apprenticeship programme to suit their needs.



STEP 2

CLIENT BRIEFING: We will then meet with you to establish what the perfect apprentice looks like for your business.





STEP 4

SCREENING AND SELECTION:

We will pre-screen the candidates using our complex matching techniques to find the best apprentice for you. We will then shortlist candidates that we believe meet your requirements.

STEP 3

ATTRACT CANDIDATES: During this stage we will advertise an apprenticeship role at your company, using a various range of online and offline channels.



STEP 5

FINDING A CANDIDATE AND

MAKING AN OFFER: During this stage we will present you with the candidate and will arrange an interview that is best suited for both you and the candidate. When both the candidate and you are happy, we will then prepare to offer the candidate a position at your company.

HOW ARE APPRENTICESHIPS FUNDED?

Learners aged 16-21 years old 100% funded by the government.

Learners aged 21+ 5% employer contribution and 95% funded by the government. Levy employers do not have to pay the 5%, they can fund the training fully from their levy account.

WHAT IS THE LEVY?

The apprenticeship levy is a way for the government to support and expand apprenticeship opportunities by requiring certain employers to pay into a fund that finances training programs for apprentices in various industries.

This is a tax that HMRC imposes on an employer with an annual payroll of over £3 million per annum. 0.5% is levied and can be used by the employer to pay for apprenticeship training within their company.

WHAT APPRENTICESHIP INCENTIVES CAN YOU GET?

Your business may be entitled to receive an incentive for their apprentices if you recruit a:

- 16 – 18 year old – £1,000 grant incentive is payable from the ESFA in two parts, £500 after 3 months on programme and the other £500 when the apprentice has been on programme for one year.
- Under 25 with an Education Health Care Plan (EHCP), you may be entitled to a bursary grant when the apprentice has been on programme for at least 60 days.

APPRENTICESHIP SALARY

For the first year of the apprenticeship, you can pay the apprentice the minimum apprenticeship wage for a minimum of 30 hours p/w. Please note the apprenticeship minimum wage is increased on the 1st April every year [click this link](#).

Once the apprentice has been on programme for one year, they must be paid the national minimum wage for their age.

WHAT IS AN APPRENTICE?

An apprentice is an individual who is learning a trade, skill, or profession from a more experienced practitioner. Apprenticeships are a form of hands-on training where the apprentice gains practical experience, knowledge, and expertise in a specific field. This learning approach involves a combination of on-the job training with their employer and teaching from their Skills Coach.

DO I NEED TO PROVIDE AN APPRENTICE WITH A CONTRACT?

Yes, providing a contract of employment is a legal requirement for an apprentice.

FAQ'S

WHAT IS UPSKILLING?

This is also a form of apprenticeship that allows your existing employees to improve on existing or new skills while maintaining their current job roles. The goal is to acquire skills that align with the changing needs of the job market and to ensure that you're equipped to handle new challenges and responsibilities. At the end, the individual will receive a recognised qualification.

WHAT HAPPENS IF THE APPRENTICE DOES NOT HAVE MATHS AND ENGLISH GCSE?

We offer our apprentices the opportunity to do Functional Skills, this is an equivalent to GCSE. They work alongside our highly qualified Skills Coaches while doing their apprenticeship.

WHAT IS OFF-THE JOB TRAINING?

This refers to the regular meetings the apprentice will have with their allocated Skills Coach. This will involve the theoretical aspect of the apprenticeship.

WHAT IS EPA?

The End-Point Assessment is the final stage of an apprenticeship. It is designed to independently evaluate and validate the skills, knowledge, and competence that an apprentice has gained throughout their training.



93%

First time passes

WHY NEXT STEP APPRENTICESHIPS?

These are our current End Point Assessment Statistics for 2023 - 2024



Next Step
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Contact us today to help build your future tomorrow.

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