



THE CORNWALL COLLEGE GROUP



**Business training solutions**



# Apprenticeship Levy, Reforms & Funding

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## About Cornwall College Business (CCB)

CCB is the business arm of The Cornwall College Group. We are committed to making learning work and ensure our training provides companies with the most up-to-date skills for their workforce. As a Career College for the South West our education and business based training is centred on developing skills that industries require in a global changing economy. It's our mission to support businesses to evolve, respond and succeed in new market places.

CCB offers a wide range of high-quality training and consultancy solutions to help schools, academies and nurseries achieve better results. Whether you are looking for an in-company workshop to sharpen up and extend employee's skills or an in-depth professional course leading to a national qualification, we can provide precisely what you need, from Apprenticeship level from entry level right up to and including senior management. Apprenticeship funding provides affordable solutions for existing staff as well as new recruits.

We have campuses at Camborne, St Austell, Newquay and Saltash together with Falmouth Marine School, Duchy College (Rosewarne and Stoke Climsland) and our Business Spaces in Truro and Launceston – wherever you are in Cornwall you're never too far from a Cornwall College venue! We also operate from Plymouth, Bicton College, DBS Bristol and Worcester.

We are the largest public provider of Apprenticeships in the South West and the sixth largest in the UK, over the last 10 year's:

- we have worked with over 9000 clients
- we have delivered £18m in training
- we have supported almost 15,000 Apprentices
- we have delivered around £62m in Apprenticeships across the Cornwall College Group

So for training needs of all your staff (plus some training for students and parents!) CCB is looking forward to working with you. If you would like to discuss any training needs please contact Dawn Tyack on [dawn.tyack@ccbtraining.co.uk](mailto:dawn.tyack@ccbtraining.co.uk) or on 07785 459740.

## About Apprenticeships:

Apprenticeships mix on-the-job training with classroom learning. They provide learners with the skills they need for their chosen career that will also lead to nationally recognised qualifications. As an Apprentice they earn while they learn.

An Apprentice can be an existing employee or a new appointment. Talk to me about our Apprenticeship Recruitment Team!

Apprentices should be employed for a minimum of 30 hours per week (includes College attendance). As of April 2017 the minimum amount an Apprentice is to be paid per hour is £3.50 (this rate applies to Apprentices under 19 and those aged 19 or over who are in their first year). See <https://www.gov.uk/national-minimum-wage-rates> for more salary information.

You must pay your Apprentice for time spent training or studying for a relevant qualification, whether while at work or at a college or training organisation.

You must offer Apprentices the same conditions as other employees working at similar grades or in similar roles. This includes:

- paid holidays
- sick pay
- any benefits you offer such as childcare voucher schemes
- any support you offer such as coaching or mentoring

Apprenticeships can last from 1 to 4 years, depending on the level of qualification the Apprentice is studying for.

### Levels of an Apprenticeship:

Name	Level	Equivalent educational level
Intermediate	2	5 GCSE passes at grades A* to C
Advanced	3	2 A level passes
Higher	4, 5, 6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or master's degree

### Apprenticeship Levy:

The Apprenticeship Levy comes into effect in April 2017, only be paid on annual paybills in excess of £3 million. The Apprenticeship Levy will be a Levy on UK employers to fund new Apprenticeships. In England, control of Apprenticeship funding will be put in the hands of employers through the Digital Apprenticeship Service. The Levy will be charged at a rate of 0.5% of an employer's paybill. Each employer will receive an allowance of £15,000 to offset against their Levy payment.

Further detail on the Levy and the digital Apprenticeship service can be found at:  
<https://www.gov.uk/government/collections/apprenticeship-changes>

If you are a Local Authority maintained school, Joan Mallard is the contact for any queries:  
01872 327193 [jmallard@cornwall.gov.uk](mailto:jmallard@cornwall.gov.uk)

### Apprenticeships are changing....

Resulting from the Post 16 Skills Plan, the Apprenticeship Reforms are designed to give employers more control over designing, choosing and paying for Apprenticeship training. The Government's aim is to have 3 million Apprentice starts by 2020.

### Frameworks and Standards

Frameworks are what an Apprentice will be doing and the skills required of them. Frameworks will be changing to Standards over the coming months (all changed over by 2020).

Standards show what an Apprentice will be doing and the skills required of them, by job role. Standards are developed by employer groups known as 'trailblazers'.

### Funding

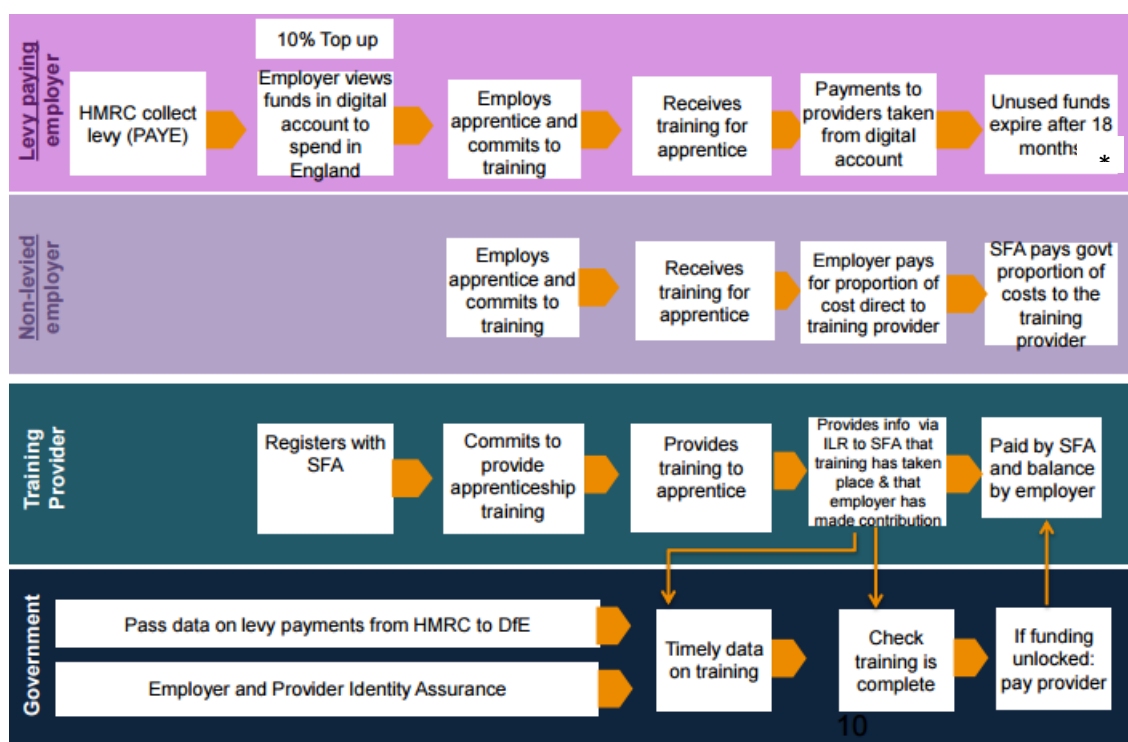
The Government are making changes to the way Apprenticeship funding works, including:

- introducing the [apprenticeship Levy](#)
- introducing the [apprenticeship service](#) - this is an online service that allows employers to choose and pay for Apprenticeship training more easily
- introducing a new 'co-investment' rate to support [employers who don't pay the Levy](#) ('co-investment' is when employers and government share the cost of training and assessing Apprentices)
- from May 2017 the new funding models apply for Levy payers (fully funded) and non Levy payers (co-funded):
  - Fully funded – 100% of the training cost is paid from the Levy
  - Co-funded – the employer pays 10% and the Government pays 90% of the training cost
- 16-18 year olds: Employers with fewer than 49 employees will receive 100% of government funding for 16-18 year olds and care leavers or those with a Education Health Care (EHC) Plan.

Employers with more than 50 employees will be required to co-invest for a 16-18 year old (i.e. pay 10% of the training cost).

In summary:

Payroll Bill	Over £3m	Below £3m, above 50 employees	Below £3m, under 50 employees	
<b>Your business</b>	Is a Levy payer	Is 'Co-funded' for apprenticeship training	Is Fully Funded for Apprenticeship Training of 16-18 yr olds OR/AND 19-24 yr olds care leavers, or 19-24yr olds with an education and healthcare plan	Is 'Co-funded' for Apprenticeship Training of people 19+
<b>What you pay</b>	0.5% of payroll bill above £3million	10% of the cost of training	You do not need to pay for apprenticeship training	10% of the cost of training



\*note this has now been extended to 24 months.

### Funding Bands:

- New funding system from 1<sup>st</sup> May 2017 Frameworks and Standards will be funded in the same way
- 15 funding bands from £1.5k - £27k
- Funding Bands are the maximum Government will commit from its own funds

### What can/can't funding be used for:

Can	Can't
Apprenticeship training and assessment	Wages
Against Frameworks & Standards	Travel & subsistence
With an approved training provider	Managerial costs
Up to the funding band maximum for that Apprenticeship	Traineeships
	Work placement programmes
	Cost of setting up an Apprenticeship programme

Number	Band limit
1	£1,500
2	£2,000
3	£2,500
4	£3,000
5	£3,500
6	£4,000
7	£5,000
8	£6,000
9	£9,000
10	£12,000
11	£15,000
12	£18,000
13	£21,000
14	£24,000
15	£27,000

### Employer Engagement & Responsibilities

Employers will be engaged more all the way through the Apprenticeship ('employed led'), mentoring and guidance will play an important part in:

Stage 1	Recruitment
Stage 2	Induction/Initial Assessment
Stage 3	Learning Plans
Stage 4	Teaching and Learning
Stage 5	Progress Reviews
Stage 6	End Point Assessment
Stage 7	Achievement
Stage 8	Progression

Employers can use the [find apprenticeship training service](#) to search for suitable Apprenticeships and identify approved training providers who can deliver that training.

Employer must provide a 'genuine job' they must:

- Meet the cost of the Apprentices wages
- Pay the funded elements (not the learner)
- Support the Apprentice from within the organisation to carry out their job role
- Allow the Apprentice to complete the Apprenticeship within their normal working hours (including English and Maths)

- Be either a new job role or an existing job role where the individual needs significant new knowledge and skills

At least 20% off the job training is required; this is for both Frameworks and Standards from May 2017. What does/doesn't off the job training include (*please note the 20% rule is still being discussed nationally and is subject to change*):

Does include	Doesn't include
The teaching of theory (lectures, role playing, simulation exercises, online learning)	English and Math's (up to level 2) as it is funded separately
Practical training: shadowing, mentoring, industry visits and competition attendance	Progress reviews or on-programme assessment
Learning support and time spent writing assessment/ assignments	Training which takes place outside the Apprentices normal working hours
Could include day release, block release and special training days/workshops	

Functional Skills – all Apprentices must sit Level 2 tests in English and Maths.

Those with degrees in another area can engage (“Apprentices can do the same or lower level if the Apprenticeship is materially different to a previous Apprenticeship OR a prior qualification”).

### Apprenticeship assessment:

Apprentices will undertake assessment at the end of their Apprenticeship. End Point Assessment (EPA) is used for:

- Assessing a body of knowledge (test, exam, professional discussion)
- Assessing knowledge-based competence (workplace project, professional discussion, work output, out of work project)
- Assessing practical competence (observation, test, projects, portfolio, assignments)

An Apprentice can only take the end-point assessment once they have met the min duration of an Apprenticeship, satisfied the gateway requirements set out in the assessment plan and their employer and training provider is content that they have the required skills, knowledge and behaviours. Assessment will be graded (not just competent, not yet competent). Apprentices will need to have achieved their Functional Skills before they undertake assessment.

### Apprenticeships available: (see Appendix A for Job Roles & Apprenticeships)

Apprenticeship	Level	Framework / Standard	Total Funding Band Cost (Levy Payer)	Cost to Non-Levy Payer
Business Support (incl. Admin/HR/Marketing etc.)	2	Standard	£4,000	£400
Accounting	2	Framework	£2,000	£200
Accounting	3	Framework	£2,000	£200
Accounting	4	Framework	£2,500	£250
Animal Care	2	Framework	£2,000	£200
Property Maintenance Operative	2	Standard	£9,000	£900
ICT – Infrastructure Technician	3	Standard	£15,000	£1,500
ICT – Network Engineer	4	Standard	£18,000	£1,800
ICT – Software Development	4	Standard	£18,000	£1,800
Laboratory Technician	3	Standard	£21,000	£2,100
Laboratory Technician	5	Standard	£27,000	£2,700
Leadership & Management	3	Standard	£5,000	£500

Leadership & Management	5	Standard	£9,000	£900
Supporting Teaching and Learning in Schools	2	Framework	£2,000	£200
Specialist Supporting Teaching and Learning in Schools	3	Framework	£2,500	£250
Supporting Teaching and Learning in Physical Education and School Sport	3	Framework	£3,000	£300
Children and Young People's Workforce	2	Framework	£2,500	£250
Early Years Educator	3	Framework	£2,500	£250
Catering and Professional Chefs	2	Framework	£2,500	£250

Cost includes assessment. Some are rolling starts, some are fixed starts.

If the Apprentices does not pass assessment then a charge for re-assessment might apply.

### Apprenticeship Eligibility

Eligibility Criteria	Qualifying Criteria
Age	16+ (must be aged 16 before 31 <sup>st</sup> August)
Nationality	The learner must be an EEA Citizen (European Economic Area) or have the right of abode in the UK, and have been an ordinarily resident in the EEA for at least 3 years prior to the first day of learning. A non-EEA citizen with permission to live in the UK, and have been an ordinarily resident in the UK for at least 3 years prior to the first day of learning
Prior Attainment	A learner can be funded to undertake an Apprenticeship at a higher level than the qualification they already hold, including previous Apprenticeships. A learner can undertake an Apprenticeship at the same or lower level than a qualification already held (including those with a level 4 or above), if the Apprenticeship will allow the individual to acquire substantive new skills and is materially different from any <i>prior qualification or previous Apprenticeship</i> .
Apprentice Wages	Apprentices must be an employee on the first day of their Apprenticeship and paid at least consistent with the law.
Other Programmes	Apprentices cannot be on any other EFA/SFA funded programme including a previous Apprenticeship when they start their current training.
Agreement	A written agreement and a commitment statement must be in place at the start, and for the entire length of the Apprenticeship. Commitment statement to be signed by the Apprentice, employer and main provider. Those aged 16 or 17 when they start an Apprenticeship must have their commitment statement signed by a <i>parent or legal guardian</i> .
English & Maths	For L2 Apprenticeships, Apprentices must: - Achieve a functional skills qualification of at least L1 English and maths before taking end-point assessment or achieving a framework - AND Start, continue to study and take the test for L2 English and maths before they complete their Apprenticeship. For L3 and above Apprenticeships, Apprentices must: - Achieve L2 functional skills or GCSE qualifications grade A* to C (or 4 to 9) in English and maths before taking the end point assessment or achieving the framework
Redundancy	Whereby an Apprentice has been made <i>redundant</i> through no fault of their own, they may continue with their Apprenticeship without being employed if they are within 6 months of their planned end date. The Apprenticeship can continue to be delivered as long as all remaining elements for the Apprenticeship (including End Point Assessment) can be successfully delivered)



## Grants / Incentives:

The government are providing additional support of £1000 to the Employer (including Levy payers) towards the cost associated with training young people if at the start of the Apprenticeship the Apprentice is:

- Aged between 16 and 18 years old  
OR
- Aged between 19 and 24 years old and has either an EHC plan provided by their local authority or has been in the care of their local authority

Incentive payments *cannot* be used to offset the co-investment fee.

When completing the sign up paperwork for a 16-18 year old, please note that a parent/guardian must be in attendance to sign.

## On completion

SFA Quote “When an Apprenticeship is achieved the Apprentice should remain with the employer where a job opportunity continues to exist and where the Apprentice wishes to remain with the employer. Where this is not possible the Apprentice must be supported by their provider and the employer to seek alternative opportunities” – SFA will monitor by destination data.

## Sources and Useful Websites:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/536043/Post-16\\_Skills\\_Plan.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/536043/Post-16_Skills_Plan.pdf)  
<https://www.gov.uk/take-on-an-apprentice/overview>  
<https://www.gov.uk/government/publications/apprenticeship-Levy-how-it-will-work/apprenticeship-Levy-how-it-will-work>  
<https://www.getingofar.gov.uk/>  
<https://www.cornwall.ac.uk/apprenticeship-hub/>  
<https://www.gov.uk/government/publications/apprenticeship-funding-bands>  
<https://www.gov.uk/government/collections/apprenticeship-standards#digital-industries-standards>

## To discuss your requirements, please contact:

<b>Dawn Tyack</b> , Business Advisor	07785 459740	<a href="mailto:dawn.tyack@ccbtraining.co.uk">dawn.tyack@ccbtraining.co.uk</a>
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## European Funding:

Working with Serco as part of a network of expert training providers, we have secured £1.2 million, co-financed by the Skills Funding Agency (SFA) and the European Social Funding (ESF), to deliver the Skills Support for the Workforce Project to provide training solutions for businesses and individuals from all sectors.

Through workshops, qualifications and bespoke training this funding will enable your business and workforce to gain new skills to sustain your business future. See Appendix B for details.



## Job Roles & Apprenticeships

Occupation	Apprenticeship	Job Role
Business Administration	Business Support (specialising in Admin/HR/Marketing etc)	Administrator/Clerk Personal Assistant School Secretary Receptionist
Catering	Professional Cookery	Cook
Digital	IT, Software, Web and Telecoms Professionals	ICT Technician
Legal, Accounting and Finance	Accounting	Finance Officer
Science	Laboratory Technician	School Technician
Childcare and Education	Children & Young Peoples Workforce Early Years Educator	Nursery Assistant
Teaching & Learning	Supporting Teaching & Learning in Schools Specialist Support for Teaching & Learning in Schools Supporting Teaching & Learning in Physical Education and School Sport	Teaching Assistant Nursery Assistant School Sports Instructor
Management	Management	CEO, Headteacher

Apprenticeships in development (Standards being developed via Trailblazers):

Teaching & Learning - Teacher

Health – Nurse

Cleaning – Cleaning and Support Services Operative

Business Administration – Team Leading, Project Management



Business training solutions

## FULLY FUNDED TRAINING

Cornwall College is pleased to announce that we have available the following training that is fully funded:

Training	Accredited	Hours	Full cost	Funded cost
☞ Award in Emergency First Aid at Work	Accredited	7 hours	£65	£0.00
☞ Level 2 Certificate in Supporting Teaching and Learning in Schools	Accredited	180 Hours	£1,417	£0.00
☞ Level 1 Award in Introduction to Forest School Principles	Accredited	25 Hours	£150	£0.00
☞ Level 2 Award in Forest School Programme Support	Accredited	48 Hours	£650	£0.00
☞ Level 2 Certificate for the Children and Young People's Workforce	Accredited	261 Hours	£1,417	£0.00
☞ CMI Level 3 Award in Management and Leadership	Accredited	20 Hours	£595.00	£0.00
☞ CMI Level 4 Award in Management and Leadership	Accredited	20 Hours	£750.00	£0.00
☞ Excel	Accredited	6 Hours	£150.00	£0.00
☞ Level 2 Certificate in Cleaning and Support Services Skills	Accredited	100 Hours	£811.00	£0.00
☞ Level 2 NVQ Diploma in Food Production and Cooking (QCF)	Accredited	100 Hours	£2,583	£0.00
☞ Certificate in Understanding Autism <sup>1</sup>	Accredited	45 Hours	£449.00	£0.00
☞ Certificate in Principles of Working with Individuals with Learning Disabilities <sup>1</sup>	Accredited	45 Hours	£449.00	£0.00
☞ Certificate in Understanding Nutrition and Health <sup>1</sup>	Accredited	45 Hours	£449.00	£0.00
☞ Certificate in Understanding the Care and Management of Diabetes <sup>1</sup>	Accredited	45 Hours	£449.00	£0.00
☞ Certificate in Understanding Behaviour that Challenges <sup>1</sup>	Accredited	45 Hours	£449.00	£0.00
☞ Certificate in Awareness of Mental Health Problems <sup>1</sup>	Accredited	45 Hours	£449.00	£0.00
☞ Certificate in Equality & Diversity <sup>1</sup>	Accredited	45 Hours	£449.00	£0.00
☞ Social Media for Business	Non-Accredited	7 hours	£99	£0.00
☞ Search Engine Optimisation	Non-Accredited	7 hours	£99	£0.00
☞ Advanced Social Media for Business	Non-Accredited	7 hours	£99	£0.00
☞ Blogging for Business	Non-Accredited	7 hours	£99	£0.00
☞ Assertiveness and confidence	Non-Accredited	7 hours	£99	£0.00
☞ Effective time management	Non-Accredited	7 hours	£99	£0.00
☞ Understanding communication styles	Non-Accredited	7 hours	£99	£0.00
☞ Leading and Developing a Team	Non-Accredited	7 hours	£99	£0.00
☞ Negotiation Skills	Non-Accredited	7 hours	£99	£0.00
☞ Coaching your employees	Non-Accredited	7 hours	£99	£0.00
☞ Managing Performance and having Difficult Conversations	Non-Accredited	7 hours	£99	£0.00
☞ Finance for Non-Financial People	Non-Accredited	7 hours	£99	£0.00

This list is not exhaustive, if you have any training requirements speak to me to see if there is funding available.

If you are interested in signing up for a course or would like more information please contact:

**Dawn Tyack**, Business Advisor

07785 459740

[dawn.tyack@ccbtraining.co.uk](mailto:dawn.tyack@ccbtraining.co.uk)



**European Union**  
European Social Fund  
Investing in jobs and skills



\*Funding is via the European Social Fund (ESF) – Investing in Jobs & Skills

\*\*Training must be undertaken and completed by July 2018 (unless specified)

\*\*\*Subject to availability, Eligibility Terms & Conditions apply

<sup>1</sup>Distance Learning Packages; fully funded but must be completed within 6 months or a charge will apply

### Eligibility criteria:

Criteria	Evidence required
Be aged 16+	National Insurance Number
Hours	Must work 8+ hours per week
Legally resident in the UK	EU Passport, Identity card
Employed	Latest payslip, Employment contract, Correspondence from employer, Copy of redundancy consultation or notice. Must be employed for a minimum of 8 hours per week.
Self-employed	A submitted HMRC 'SA302' self-assessment tax declaration, with acknowledgement of receipt
Training delivery	Delivery location postcode is in Cornwall and the Isles of Scilly

Please note that any person undertaking training with ESF funding will need to complete sign up paperwork in advance to confirm eligibility.