



Scottish Apprenticeships give you a flexible way to develop your current workforce and address any skills gaps.

They have been designed with industry and education, so they can meet specific business needs. An apprenticeship is a job with training, leading to an approved qualification.

Apprenticeships are available across a wide range of sectors and levels.

An apprentice will gain structured training and a qualification designed for your industry, and you will receive motivated people who want to get ahead in their careers, bringing in fresh talent and skills your business needs for the growth you want.

All of this will lead to improved staff morale, productivity and quality of service, not to mention saving you time and costs on recruitment.

## The Training .....

You will work with a learning provider to deliver the training aspect of the apprenticeship.

There are several approved, contracted providers across Scotland, including colleges, universities and other private learning providers. Skills Development Scotland (SDS) work closely with all of them to ensure they are delivering quality training and achieving the best results.

To find out more use [www.apprenticeships.scot/for-employers/find-a-learning-provider](http://www.apprenticeships.scot/for-employers/find-a-learning-provider) to find an approved learning provider to deliver your apprenticeship.

There are over 120 types of apprenticeships available across Foundation, Modern and Graduate level apprenticeships, ranging from construction to digital media. Search by job role or type to find the one which best suits your needs.

Scottish Apprenticeships are available at many SCQF levels, from levels 5 - 6 (the equivalent of National 5 and Highers) up to Master's Degree at SCQF level 11, and Professional Apprenticeships at SCQF level 12.

The Scottish Credit and Qualifications Framework table explains more about qualification levels, to help you understand more and find the right apprenticeship for your employee. <https://scqf.org.uk/media/1174/scqf-diagram-2017-a6-web.pdf>

### How long will an apprenticeship take to complete?

- The duration of an apprenticeship will depend on the level and the type of training.
- Some types of apprenticeships, for example those in construction or accountancy, can take approximately four years to complete, while others can be completed in less than a year.
- With apprenticeships, it is possible for your employees to progress between levels – for example, if your apprentice has completed a Foundation Apprenticeship, they will have achieved elements of the Modern Apprenticeship in the same subject area, similarly, your apprentice may be able to gain accelerated entry to the Graduate Apprenticeship programme, depending on their prior learning, experience or if they have completed a related Modern or Foundation Apprenticeship.

## Funding...

For **Modern Apprenticeships**, SDS will contribute towards the training costs. How much will depend on the age of the apprentice, the type and level of training. SDS will pay a contribution for employees who are aged 16 – 24 depending on the Scottish Government defined key sectors, SDS will contribute for apprentices over the age of 25. There is an enhanced contribution available for disabled and care-experienced young people between the age of 20-29. Depending on the apprenticeship and the type of training being delivered, providers may ask you for additional support towards costs.

For **Graduate Apprenticeships**, SDS will fully fund the learning costs for the duration of the course. This is paid directly to the college or university.

For **Foundation Apprenticeships**, there is no financial cost to you as an employer as the learner is still at school, however, the investment of your time - great or small - can bring you lasting rewards with access to talented and driven young people for your future workforce.

### Are there any additional funding incentives available?

**Adopt an Apprentice** - If you take on an apprentice who's been made redundant, there's a financial incentive for your business. If your business is in the oil and gas industry, the incentive is £5,000 and for all other industries it's £2,000.

**Scotland's Employer Recruitment Incentive** - You could receive up to £4,000 if you recruit a young person who's faced significant barriers to employment.

### In work support

**Access to Work** - This publicly funded employment support programme aims to help more disabled people start or stay in work. It provides practical and financial support for individuals with a disability or long-term physical or mental health condition. Funding can cover costs for additional equipment, software or taxis to and from work.

### Apprenticeship Levy?

All UK employers with annual salary bills of more than £3 million now pay an apprenticeship levy.

<https://www.apprenticeships.scot/for-employers/apprenticeship-levy/>

### Flexible Workforce development Fund

Packages tailored to individuals are available if an employer believes additional support is needed to sustain a young person's employment.

Those who are eligible include young people with disabilities, those from minority ethnic backgrounds and those who have experience of care.

From April 2017, all UK employers with annual salary bills of more than £3 million will pay an apprenticeship levy

## Benefits to Employer

- Staff motivation
- CPD opportunity for staff
- Upskilling current and future workforce
- Renewed interest in job role from staff
- Staff feel more valued and supported therefore commit to job
- Staff retention
- Way of bringing in fresh ideas

## Useful Sites

- **Our Skills Force**  
[www.ourskillsforce.co.uk](http://www.ourskillsforce.co.uk)
- **Apprenticeships.Scot**  
[www.apprenticeships.scot](http://www.apprenticeships.scot)
- **DYW Borders**  
[www.dywborders.co.uk](http://www.dywborders.co.uk)
- **Apprenticeships in a Nutshell**  
[www.npfs.org.uk/downloads/apprenticeships-in-a-nutshell](http://www.npfs.org.uk/downloads/apprenticeships-in-a-nutshell)

## What is my role as an employer?

### As an apprentice employer, you'll be expected to:

- Pay the apprentice's salary, just like any other employee. You must pay at least the National Minimum Wage, and we encourage all employers to pay at least the Living Wage.
- Offer your apprentice the same working conditions as other employees in similar roles. This includes: paid holidays, sick pay, benefits and support.
- Work with the provider to develop a training approach for your apprentice, which will detail when and where training will take place, and outline what this will involve.
- Continue to work with your apprentice and the learning provider throughout their apprenticeship, providing ongoing support, mentoring and development opportunities to help them achieve their qualification.

## How do I get involved?

### Getting started is easy.

- Firstly, **decide on the type of apprenticeship** you need for your business. Use SDS's search tool to find an apprenticeship to fit the job role you are looking for.
- Secondly, **find a learning provider** to deliver the training. For Modern Apprenticeships, you can use SDS's search tool to find an approved learning provider.
- For Graduate Apprenticeships and Foundation Apprenticeships, fill out SDS's contact form and they will put you in touch with a learning provider.

## So... What Next

- Once you have selected your candidate for an Apprenticeship you will contact your chosen learning provider informing them of this.
- The candidate will be assigned an assessor by the learning provider and you will arrange to meet with them along with your apprentice to select the most appropriate level of qualification to suit their skills and job role. There will be paperwork to complete to ensure the staff member is eligible for the qualification and to process the registration.
- Once registration is complete the assessor will work with the candidate and employer to select the most suitable units for the candidate's job role. Using their job description may assist in this decision.
- Time commitment from the candidate is on average 1 hour per week above daily work activities. As the qualification is work based the candidate should be showing competence on the job and collecting evidence to show this.

## Advertise your vacancy on Apprenticeships.Scot

You can advertise your Modern and Graduate Apprenticeship vacancies for free on Apprenticeships.Scot. It's quick and easy to do and will be displayed on their vacancy pages. Apprenticeships.Scot will also publish it on carefully selected partner websites like Adzuna and My World of Work.

## Need some more help?

SDS are there to support you through every stage of the process and make sure you have the best experience introducing apprenticeships into your business.

Get in touch with SDS for free, expert advice.

Phone: **0800 783 6000**