

United Learning Apprenticeships Guide for Employers

February 2023



**IN PARTNERSHIP WITH
AMAZING APPRENTICESHIPS**



United Learning
The best in everyone™

What are apprenticeships?

An apprenticeship is a paid role in which the employee receives both on and off the job training.

While on the job training may be part of the employee's day-to-day role, off-the-job training is defined as classroom-based learning which takes place during their normal working hours.

An apprentice must dedicate at least 20% of their working hours towards off-the-job learning, but if they work more than 30 hours a week, 6 of those hours must be off-the-job.

On our programmes, our apprentices engage in individual study, attend virtual webinars and 1:1s with the programme lead.

We find it most effective when our apprentices do this learning in their own space, either from home or in a private office in school.

How long do they last?

Our programmes last around 18 months. This varies depending on the apprentice's contracted working hours - those who are part time often have extended programmes.

Similarly, we reduce the programme length for those with relevant prior experience.

How are they delivered?

Our programmes are delivered virtually and are mostly remote. Apprentices must be able to attend weekly webinars and our 2 face-to-face days. Our first face-to-face day is an induction day and the second takes place mid way through the programme. However, the rest of the apprentice's learning can be organised flexibly.



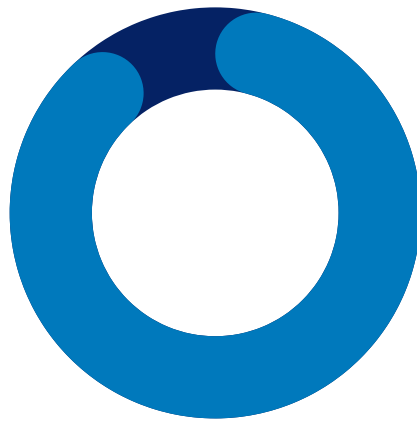
How will this benefit my school?

Hiring an apprentice is a cost-effective way to expand your workforce while also increasing employee retention. Furthermore, apprenticeships are an effective way to provide CPD for your existing employees.

It comes at little to no extra cost as schools that are a part of a Local Authority or a Trust, you can use the apprenticeship levy you've already paid into for your employee's apprenticeship training. If your organisation doesn't pay the levy, the government will subsidise the cost of 95% of each apprenticeship.



89% of surveyed apprentices felt better at their job after undertaking their programme.



92% of companies that have taken on apprentices believe this leads to a more motivated and satisfied workforce.



80% have seen a significant increase in employee retention.

How can I get involved?

We take on apprentices every Spring and Autumn in the following programmes:

- HR Support Level 3
- Early Years Educator Level 3
- Teaching Assistant Level 3

Identify relevant employees and get in touch to proceed with applications.



Find out more at:

apprentice.unitedlearning.org.uk

email: courses@unitedlearning.org.uk

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