

YOUR GUIDE TO HIRING AN APPRENTICE

Skills
Development
Scotland

SCREWFIX

SCOTLAND

PROTECTING THE TRADE'S FUTURE

Apprenticeships have always been important to me. I personally believe that opening up ways for new talent to enter the industry is essential. Whenever we talk to our trade customers in Scotland, they tell us about the need for more skilled workers and how important a new generation of skilled tradespeople is for the future. It's crucial that we all work together to support apprentices, their trainers and the companies hiring them.

At Screwfix, we're always looking for ways to help UK tradespeople grow their businesses and ultimately protect the future of the trade. One of the ways they can do this is by taking on apprentices or training existing staff as apprentices.

We have worked with Skills Development Scotland to create this guide. It is designed to show you just how easy it is to hire an apprentice.

We really hope it helps, it may be simpler than you think.



Andrew Livingston, CEO of Screwfix

IS AN APPRENTICE FOR YOU?

Could an apprentice help you?



Build an enthusiastic workforce



Boost your team productivity



Create time to pursue new business

Could you help an apprentice?



Bridge key skills gaps



Help them to gain confidence



Give them a skill for life



**YOUR 4 STEP
GUIDE TO HIRING
A MODERN
APPRENTICE**

HIRING A MODERN APPRENTICE

Step 1: Choose a Modern Apprenticeship to Fit your Business Needs.

There are over 80 types of Modern Apprenticeships – from brick laying to business administration. There's a training framework that's right for your business. Visit apprenticeships.scot for the full list of apprenticeship types.

Step 2: Decide Who Your Apprentice Will Be.

Hire someone new or train an existing employee. You could get help towards the costs either way.

Step 3: Find a Training Provider.

Find a local training provider who will organise and deliver the training for your Modern Apprentice. They can also help source new recruits.

Step 4: Hire Your Modern Apprentice.

If you're taking on a new employee, you can advertise your vacancy for free by uploading it to apprenticeships.scot

Read on for more information.

For more information, visit apprenticeships.scot or speak to your local Employer Engagement Adviser on **0800 783 6000** (9am – 5pm Monday to Friday).

APPRENTICESHIPS.SCOT

“APPRENTICESHIPS.SCOT IS THE ONLINE HOME OF APPRENTICESHIPS WHERE EMPLOYERS CAN GET PRACTICAL ADVICE AND SUPPORT ON RECRUITING APPRENTICES.”



Find the Modern Apprenticeship that works for your business.



Search for local training providers.



Find out indicative funding for different Modern Apprenticeships and different levels of training.



Upload and advertise vacancies for free.

Launched by Skills Development Scotland in March 2015, the site has had more than 200,000 visitors, 11,000 job applications and over 2,500 Modern Apprenticeship vacancies posted.

EMPLOYER ENGAGEMENT ADVISERS

“SKILLS DEVELOPMENT SCOTLAND’S EXPERIENCED EMPLOYER ENGAGEMENT ADVISERS CAN HELP YOU FIND THE SKILLS, LOCAL INITIATIVES, AND FUNDING OPPORTUNITIES YOUR BUSINESS NEEDS.”

FREE

Free one-to-one support for your business.



Up-to-date information on initiatives and funding opportunities.



Examples of good practice.



Advice and support to help your business achieve its skills objectives.

Speak to your local Employer Engagement Adviser on **0800 783 6000** (9am – 5pm Monday to Friday).

APPRENTICE MYTHS

We asked tradespeople for their thoughts on apprenticeships.

'IT TAKES TOO MUCH TIME TO TRAIN AN APPRENTICE'

49% of tradespeople think it takes a lot of time to train an apprentice

They will learn a lot of skills off-site which they then apply on-site. Having an extra pair of hands can be a significant benefit.

71% of tradespeople won't hire an apprentice due to perceived risks

While it is a commitment, you can cover your business with an Apprenticeship Agreement, or you can use an Apprenticeship Training Agency who will take on all of the risks involved.

'THERE'S TOO MUCH RISK ASSOCIATED WITH HIRING AN APPRENTICE'

60% of tradespeople state they have never needed an apprentice

This may be true for a company of 50+ but if you're a small operation, hiring an apprentice could be extremely useful. Plus, the majority of tradespeople are keen to hire their apprentices as full-time members of staff when their training is complete.



**'I'VE NEVER
NEEDED AN
APPRENTICE'**



**'WON'T IT
COST TOO
MUCH?'**



**'HIRING AN
APPRENTICE IS
TOO DIFFICULT'**

34% of tradespeople believe hiring an apprentice will cost too much

You must pay your apprentice at least the minimum wage but there is financial assistance available, so it's worth looking into what's on offer.

46% of tradespeople believe the process is difficult

Hiring an apprentice can actually be very simple – more than half of tradespeople who have hired one said the process was easier than they thought.

FUNDING A MODERN APPRENTICE

FINANCIAL SUPPORT IS AVAILABLE TO HELP YOU HIRE AN APPRENTICE

Skills Development Scotland can contribute towards the cost of training. The contribution amount available depends on the age of the apprentice and the apprenticeship framework they are following.*

You can find out indicative funding for the different Modern Apprenticeships at apprenticeships.scot

For example, a search on the website for a Modern Apprenticeship for 'Bricklayer' brings up Construction: Building Modern Apprenticeships, available at training levels 2 and 3. Funding contribution for level 3:

Age Group	Contribution
16-19	£8,500
20-24	£5,500
25+	£4,500

You won't have to deal with the funding contribution – it is paid straight to the training provider managing your Modern Apprentice training.

Also, in a change from April 2016, employers may not be required to pay National Insurance contributions for Modern Apprentices under 25.

To be eligible, apprentices must be following an approved UK Government statutory apprenticeship framework.

WORKING WITH AN APPRENTICE

When you employ an apprentice, you're in a position of responsibility to that person. When you take on an apprentice, it means you must, at the very least:



Sign a contract of employment between yourself and the Modern Apprentice.



Offer the apprentice the same conditions and benefits as your other employees working at similar grades or in similar roles.



Pay the apprentice at least the national minimum wage for an apprentice. To learn about this wage visit: gov.uk/national-minimum-wage-rates



Offer the apprentice the opportunity to work with experienced staff, learn job-specific skills and study for a work-based qualification during their working week.



Pay the apprentice for time spent training or studying for a relevant qualification, whether at work, at a college or a training organisation.

There is no maximum or minimum number of hours a Modern Apprentice must work, however most employers offer around 30 hours per week to make the position more desirable and aid recruitment.



“BECOMING AN APPRENTICE IS THE BEST DECISION I HAVE EVER MADE. NOT ONLY HAVE I HAD THE OPPORTUNITY TO LEARN NEW SKILLS, I HAVE ALSO BEEN PAID TO DO IT!”

Thomas Morgan, Apprentice Plasterer
and Screwfix Trade Apprentice 2016 Winner

FAQs

Q. Will they need time out of the office for training?

It depends on the type of apprenticeship they're doing. Most of the time they will be based in the workplace, but in some sectors they'll require some off-the-job training. This usually happens at a local college or with a specialist training provider. Often it's on a day-release basis, maybe once a week, or in a block over a number of days or weeks.

Q. What qualification does the apprentice achieve?

Modern Apprenticeships are available at four different levels, all mapped to the Scottish Credit and Qualifications Framework. Modern Apprenticeships start at the equivalent of National 5 level, and can go up to Doctoral degree level. Four different qualification levels mean your apprentice can train at a standard that's the best fit for your business. Visit scqf.org.uk/the-framework for more info.

Q. How much supervision does a Modern Apprentice need?

It depends on their role and level

of training undertaken. As they become accustomed to work processes and behaviours, they'll need less and less supervision.

Q. How much do I need to pay a Modern Apprentice?

As your employee their pay is at your discretion. National minimum wage levels for apprentices are set by UK Government – although many employers choose to pay more.

Q. What hours should they work?

Their hours should be in accordance with your usual business practices. Annual leave and sickness absence should also comply with your company's policies and procedures.

Q. How long does it take to complete the qualification?

It can take anything from one year up to four years depending on the type and level of Modern Apprenticeship undertaken. It is delivered at the speed of the learner and the employer's capacity to support them.

SUPPORT FROM SKILLS DEVELOPMENT SCOTLAND



Katie Hutton, Director of National Training Programmes, Skills Development Scotland.

More and more young people are choosing Modern Apprenticeships – and more employers want apprentices to be a part of their business.

Each year in Scotland more than 15,000 employers invest in apprenticeships.

From family-run firms to multi-nationals, they recognise that work-based learning through apprenticeships can provide the talent they need for the growth they want.

Apprenticeships are building a skilled and motivated workforce for the future.

Already more than 25,000 people each year choose to work, learn and earn through apprenticeships, getting their careers off to a great start.

From Shetland to the Borders businesses are benefiting from apprenticeships.

Three quarters of employers said that providing apprenticeships improved productivity, while nine out of ten employers would recommend apprenticeships to their industry.

If you and your company are thinking about taking on an apprentice then the help is there.

For example, Skills Development Scotland (SDS) pay towards the cost of training apprentices on behalf of the Scottish Government.

The Scottish Government has shown its commitment to Modern Apprenticeships – with targets to support business and industry to create 30,000 new apprenticeships each year by 2020.

Already there are more than 80 different types of Modern Apprenticeship, covering hundreds of different job types – from traditional trades to business support and procurement.

You can hire someone new or develop your existing employees.

Your business gets the skills and talent it needs. And at the same time, your apprentice gains industry-recognised qualifications based on national standards.

Our dedicated apprenticeship website – [apprenticeships.scot](#) makes it even easier for you to recruit apprentices and for young people to find apprenticeship opportunities.

If you have any questions or are after any support in hiring your apprentice, it's worth having a chat with your local Employer Engagement Adviser on **0800 783 6000** and quote 'Screwfix'

To download a digital copy of this guide, visit **[Screwfix.com/apprenticeguide](https://www.screwfix.com/apprenticeguide)**

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