



## **Apprenticeships and Traineeships - Key Facts document**

### **About the Skills Funding Agency**

The Skills Funding Agency is a partner organisation of the Department for Business, Innovation and Skills (BIS). Their job is to fund and promote adult further education (FE) and skills training in England, including Traineeships and Apprenticeships in a way that supports economic growth.

They deliver £4.1 billion of skills training through contracts with over 1,000 colleges, private training organisations and employers. A highly effective supply chain that means FE meets local need in the most cost-effective way, reaching into every sector of the economy. They are also a co-financing body for European Social Fund.

Within the Skills Funding Agency, there are two customer-facing services:

- the National Apprenticeship Service is responsible for increasing the number of Traineeship and Apprenticeship opportunities.
- the National Careers Service provides impartial careers information, advice and guidance online, by telephone or face-to-face, inspiring people to realise their potential and get the skills they need to succeed in life and work.

The Skills Funding Agency also hosts the Information Authority an independent body that acts on behalf of organisations involved in further education and training in England, setting data standards and governing data collection.

### **About the National Apprenticeship Service**

We enable our nation to generate a more highly skilled workforce. Through Apprenticeships, skills competitions and awards, which create opportunity, support development and showcase excellence. Our endeavours enable us to:

- Transform the lives of our people.
- Stimulate growth and strengthen our economy.
- Instil pride in the skilled people of our nation.

## **Apprenticeships at a glance: key facts**

### **What is an Apprenticeship?**

An Apprenticeship is a way for young people and adult learners to earn while they learn in a real job, gaining a real qualification and a real future.

Hiring apprentices helps businesses to grow their own talent by developing a motivated, skilled and qualified workforce.

- An Apprenticeship is a job with a skills development programme designed by employers
- Apprenticeships are open to all age groups above 16 years old from school leavers to those seeking to start a new career
- Apprentices are employees within a company and are paid a wage
- Employment will be for at least 30 hours per week. In cases where the learner cannot complete the full 30 hours, employment must be for more than 16 hours per week
- Apprentices gain technical knowledge and practical experience for their immediate job and future career and recognised qualifications
- Apprentices must be living in England and not taking part in full-time education

### **Why are Apprenticeships important?**

Apprenticeships deliver for a whole range of industries, from construction to manufacturing through to IT and the creative and digital sector.

Apprenticeships increase business productivity while providing high quality training for young people and adult learners, making former apprentices more employable than those with other qualifications.

They also deliver for young people, allowing them to earn while they learn in a real job, gaining a real qualification and a real future.

That is why we are committed to making Apprenticeships the new norm for ambitious young people.

### **Key facts**

- The training for 16-18 year old apprentices is fully funded by the Government
- The minimum apprentice wage is £2.68 an hour
- Apprenticeships are available at Intermediate, Advanced and Higher (degree) level, covering more than 170 industries and 1500 job roles in sectors from Nursing to Graphic Design, Horticulture to Electric Vehicle Engineering
- Over 200,000 workplaces in England offer Apprenticeships
- Over 500,000 people started an Apprenticeship in 2012/13.
- Vacancies are advertised using the Apprenticeship vacancies, the jobsite for Apprenticeships. In 2012/13 the National Apprenticeship Service received over 1.4 million Apprenticeship applications.

### **General information**

#### **Offering Value for Money**

The National Audit Office (NAO) concluded that for every £1 of public funding, Advanced and Intermediate Apprenticeships generate estimated economic returns of £21 and £16 respectively.

Updated January 2014

## **Data and statistics**

Detailed data and statistics are published quarterly in the [Statistical First Release](#). Please contact the press office if you have a data query.

## **More Ambassadors**

There are influential groups of employers in every region of England committed to being ambassadors for Apprenticeships. This includes a young ambassadors network, AMP – The voice of apprentices, and the [Apprenticeship Ambassadors Network](#).

## **National awards, competitions and celebration events will reward success**

The National Apprenticeship Awards, WorldSkills Competitions and local activities celebrate apprentices' achievements and offer the opportunity to represent your country at the world's largest international skills competition, [WorldSkills](#).

The National Apprenticeship Awards 2013 ceremony took place in the LG arena in Birmingham on 14<sup>th</sup> November, during The Skills Show. Full results are available on our [website](#). Entries for the 2014 National Apprenticeship Awards open on the 27<sup>th</sup> January 2014.

The Skills Show has City & Guilds and the Edge Foundation as its premier sponsors, and is designed to inspire people, with further information and ideas about the exciting opportunities available to them through further education, skills and Apprenticeships.

The next WorldSkills Competition takes place in São Paulo, Brazil from 11-16 August 2015.

## **Continued success at international skills competitions**

Team UK, many of who were apprentices, won two gold, one Silver, three Bronze medals and 17 Medallions for Excellence at WorldSkills Leipzig 2013.

## **National Apprenticeship Week 2014**

The seventh annual National Apprenticeship Week will take from 3 - 7 March 2014.

The National Apprenticeship Week toolkit for 2014 and other supporting resources are available on our [website](#).

These include an [events submission form](#), an [events map](#) and also a [pledgeometer](#) which allows employers to pledge Apprenticeship job opportunities they intend to create. Pledges can be made in the run up to the week, and recruitment for the roles should take place before the 31<sup>st</sup> December 2014.

## **Jason Holt Review – Making Apprenticeships more accessible to small and medium sized businesses**

The Government will increase awareness among small and medium sized businesses of the benefits of Apprenticeships, and make support for small businesses taking on apprentices simpler and more accessible, thanks to a report from jeweller and social entrepreneur Jason Holt. Read the [BIS press notice](#).

Since the publication of the report Jason has been appointed as a [Small Business Apprenticeship Ambassador](#).

## **Richard Review of Apprenticeships**

Doug Richard has set out a comprehensive vision for the future of Apprenticeships. His independent report, [The Richard Review of Apprenticeships](#) calls on the Government to improve the quality of the programme and make them more focused on the needs of employers.

## **Apprenticeships Reform**

The Government has published 'The Future of Apprenticeships in England: Implementation Plan' which sets out, following Doug Richard's independent Review of Apprenticeships, the reform of Apprenticeships. The reforms will ensure that Apprenticeships become more rigorous and more responsive to the needs of employers by;

- increasing the quality of Apprenticeships
- introducing higher expectations on English and maths
- grading to incentivise apprentices to strive to be the best
- Increasing the focus on assessment at the end of an Apprenticeship to ensure full competence.

Employers will be given more responsibility for developing the standards and high level approach to assessment that will replace current Apprenticeship frameworks.

The Government recognise that these are significant reforms to the Apprenticeships programme, and it will take time to move from the existing approach into the new programme. To support this process, they have selected eight Trailblazers who will quickly develop examples of the new system working in practice. This will create models of effective practice and provide a strong basis for full implementation of the reforms.

The Trailblazers are led by employers and professional bodies and will be the first to develop new Apprenticeship standards and assessment approaches, forging the way for our reforms.

A copy of the Implementation Plan and the Guidance for Trailblazers can be found [here](#).

You can read more about the Apprenticeships reform announcement [here](#).

## **Higher Apprenticeships**

Higher Apprenticeships were introduced in 2009 to provide high level qualifications for apprentices and enable employers, colleges and universities to deliver the advanced skills most critical for growth.

The Government's ambition is for it to become the norm for young people to achieve their career goals by going into an Apprenticeship or to university or – in the case of some Higher Apprenticeships – doing both.

Higher Apprenticeships enable the Government to drive economic growth by targeting specific sectors where advanced skills gaps have been identified.

Developed by employers for employers, Higher Apprenticeships enable businesses to train more of their employees in the high-level industry-specific skills that are critical for growth in the UK and internationally.

Higher Apprenticeships are available at a range of levels, from the equivalent of a foundation degree to bachelor's degree and even master's degree level in some sectors.

A Higher Apprenticeship incorporates qualifications at Levels 4 and 5 (for example Higher Education Certificate, Higher National Certificate, Higher National Diploma or Foundation Degree) and can extend to Levels 6 (BA/BSc) and 7 (MA/MSc).

Over [40 different subjects](#) are currently covered, ranging from commercial airline piloting to legal services, representing hundreds of job roles.

Higher Apprenticeships allow young people and adults to earn while they learn at the highest level and progress into higher skilled occupations.

To get on to a Higher Apprenticeship candidates need to have entry qualifications typically at Level 3 – such as A-levels, Advanced level Diploma, NVQ level 3 or an Advanced Apprenticeship.

Higher Apprenticeships also allow people to pursue degree level study while getting paid, widening access routes and helping to widen participation.

Higher Apprenticeships are growing very rapidly and in 2012/13 9,800 individuals started a Higher Apprenticeship, a 164.9% increase on 2011/12 figures.

Recent reports estimate that completing a Level 4 Higher Apprenticeship could result in increased lifetime earnings of around £150,000. [University education: Is this the best route into employment?](#), AAT and Cebr, (February 2013, p13)

[View and download the Higher Apprenticeships factsheet \(PDF\)](#)

## **Messages for employers...**

### **Apprenticeships help businesses grow their own talent.**

Nearly every employer that takes on an apprentice (96%) reports benefits to their business.

72% of businesses report improved productivity as a result of employing an apprentice.

Other benefits reported by apprentice-employers include improved product or service, the introduction of new ideas to the organisation, improved staff morale and better staff retention, each mentioned by around two-thirds of employers.

[Evaluation of Apprenticeships for Employers, BIS, May 2012](#)

### **Apprenticeships develop a motivated, skilled and qualified workforce.**

Businesses that offer Apprenticeships view them as beneficial to their long-term development. [According to the British Chambers of Commerce](#), most employ an apprentice to improve the skills base within their business.

Apprentices are supported by quality training from local training organisations.

### **Apprenticeships improve productivity while reducing costs.**

Apprenticeships are [boosting productivity](#) by enabling businesses to grow their skills base.

The average Apprenticeship completer increases business productivity by £214 per week, with these gains including increased profits, lower prices and better products.

Apprentices are paid at least the [relevant minimum wage](#) and training costs are covered for many apprentices.

And if you're a business that employs up to 1000 employees, you may even get a [£1,500 grant](#) to help cover the cost of starting a new apprentice aged 16 to 24 years old.

So far, over 38,000 extra young people have been able to start an Apprenticeship thanks to this grant (Feb 2012 – July 2013).

### **From accountancy to veterinary nursing, there are Apprenticeships covering more skills and industries that you would imagine.**

Apprenticeships are available at Intermediate, Advanced and Higher (degree) level, covering more than 170 industries and 1500 job roles, from advertising to youth work via environmental engineering and nuclear decommissioning.

Over 100,000 employers are employing or have employed quality apprentices in more than 200,000 locations.

### **The National Apprenticeship Service is here to support employers and has made it easier than ever to employ an apprentice.**

Our dedicated employer teams, including small and medium sized businesses specialists, are on hand to guide you through the simple three-step process to hiring an apprentice (the THREE Ds, DECIDE, DELIVER, DEVELOP):

1. Decide on your requirements with an Apprenticeship Adviser and drive recruitment through our free Apprenticeship vacancies service.
2. Deliver the Apprenticeship, working with a training organisation to reduce the burden on your business.
3. Develop your apprentice and enter them into awards and competitions to put your business on the map.

### **Recruitment is made easy with Apprenticeships**

Apprenticeship vacancies, the jobsite for Apprenticeships, enables employers to advertise Apprenticeship vacancies for free and find candidates who match their criteria.

In addition, a search tool has been designed to help employers to identify and access local Apprenticeship training. The "[Find an Apprenticeship Training Organisation](#)" search tool.

The search tool has been designed and developed in consultation with key partners including, the Association of Colleges, Association of Employment and Learning Providers, Federation of Small Businesses and British Chambers of Commerce, as well as employers themselves.

The search criteria includes: keyword e.g. job title, Apprenticeship level, location and distance. The training organisation's contact details are displayed, along with their success rates data.

A detailed Q&A document for employers is available [here](#).

**There has never been a better time to employ an apprentice.**

Visit [apprenticeships.org.uk](http://apprenticeships.org.uk) or call 08000 150 600.

## **Messages for consumers...**

### **Earn while you learn.**

All apprentices must receive the [appropriate national minimum wage](#) (£2.68 for under 19 and first year apprentices, £5.03 for 19 and 20 year olds and £6.31 for those aged 21 and over).

### **A real job.**

All apprentices should work for at least 30 hours a week, apart from in exceptional circumstances.

Over 100,000 employers are offering Apprenticeships in more than 200,000 locations.

Apprenticeships are available at Intermediate, Advanced and Higher (degree) level, covering more than 170 industries and 1500 job roles, from advertising to youth work via environmental engineering and nuclear decommissioning.

### **A real qualification.**

Quality is key to Apprenticeships. All Apprenticeships must be at least 12 months long and lead to a national qualification that is respected by employers around the world.

### **A real future.**

After finishing, the majority of apprentices (86%) will stay in employment, with two-thirds (67%) staying with the same employer.

A quarter of all former apprentices had received a promotion (22%) within 12 months of finishing, and of those in work, two thirds reported taking on more responsibility in their job (67%).

### [Evaluation of Apprenticeships for Learners, BIS and DFE, August 2013](#)

Employers think that qualified apprentices are [15% more employable](#) than those with other qualifications.

### [ICM Employers Research, 2013](#)

Young people are increasingly making Apprenticeships their first choice with 54% of young people stating that they would like to do an Apprenticeship if one was available. This rises to 66% of young people who are already employed, but receiving no training. And 56% of those who are already university students said they would like to do an Apprenticeship.

### [ICM Research for National Apprenticeship Service, August 2013](#)

Up to 20,000 quality Apprenticeship vacancies are available online at any one time at [apprenticeships.org.uk](http://apprenticeships.org.uk). And in 2012/13, over 1.4 million applications were made online – an average of eleven applications for every Apprenticeship vacancy.

### [Apprenticeship vacancies data 2012/13](#)

**If you are applying for an Apprenticeship vacancy, here are three tips to make your application FIT for the job:**

**Find out more** about the employer, the training provider and the job description before applying.

**Identify yourself**, your skills and interests clearly – be professional, but try and allow your personality to come out.

**Tailor your application** to each vacancy – don't just send the same CV and covering letter to each employer.

And don't forget to follow up your application with a phone call to ensure your CV is top of the pile.

**There has never been a better time to start an Apprenticeship.**

Visit [apprentice.tv](http://apprentice.tv) to hear from real life apprentices, apply online and download the Av Search app to find vacancies on iPhone and Android

## **Traineeships at a glance: key facts**

### **What is a Traineeship?**

A Traineeship is an education and training programme with a work placement that is focused on giving young people the skills and experience that employers are looking for. At its core are work preparation training, English and maths for those who need it, and a high quality work experience placement.

Traineeships prepare young people for their future careers by helping them to become 'work ready'.

They give young people the skills and experience to be able to compete for an Apprenticeship or other job.

Traineeships are for young people aged 16 to 23 who are motivated to get a job but who lack the skills and experience that employers are looking for.

### **Why are Traineeships important?**

Traineeships will ensure all young people have the work skills, maths and English and work experience needed to start their careers.

Developed in response to business needs, Traineeships can help develop the next generation of employees, equipping young people with the personal and practical skills required in the labour market.

### **Traineeships prepare young people aged 16 to 23 (inclusive) for their future careers by helping them to become 'work ready':**

- Tackling the mismatch between employers' expectations and young people's understanding of what is expected of them
- 55% of employers say school leavers lack the right work experience and key attributes for work, including self-management (54%), problem solving (41%), and attitude to work (35%)

### **Traineeships provide the essential work preparation training, maths and English and work experience placement needed to get an Apprenticeship or other job:**

- Just 38% of unemployed young people believe they are ready for work
- 60% of unemployed young people are worried about not being able to get a job in the future
- More than half of employers are aware of weaknesses in the core skills of at least some of their employees in literacy (55%) and numeracy (51%)
- 35% have provided remedial training for school leavers
- People with a GCSE-equivalent (A\*-C) numeracy qualification are 8% more likely to be employed and earn an average 11% more than their peers
- 74% of employers say experience is critical or significant when recruiting

### **Developed in response to business needs, Traineeships can help develop the next generation of employees, equipping young people with the personal and practical skills required in the labour market:**

- Employers will be at the very centre of Traineeships and can tailor the content
- 100 companies are already behind Traineeships
- Training costs are covered
- Businesses must commit to an exit interview – or a job interview if a role becomes

available – and a reference at the end of their high quality work placement

**The government is committed to Traineeships to ensure young people gain the skills and experience needed to get an Apprenticeship or other job:**

- Traineeships will last from six weeks up to a maximum of six months
- Traineeships will provide a clear and high quality route for school leavers looking to take their next step towards an Apprenticeship or other job
- Training and work placements are tailored to meet individual, business and local needs

**Traineeships are a stepping stone to future success for young people, businesses and the wider economy. Visit [apprenticeships.org.uk](http://apprenticeships.org.uk) or call 08000 150 600 to find out more.**

**Key contacts for Apprenticeships, Traineeships and the National Careers Service**

**Employers:** 08000 150 600 or [www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk)

**Apprentices:** [www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk)

**National Careers Service:** <https://nationalcareersservice.direct.gov.uk> or 0800 100 900.  
*Please note for those aged under 18 face-to-face contact is not available but a telephone and web service is offered.*

**Media enquiries:** [NASpressoffice@apprenticeships.gov.uk](mailto:NASpressoffice@apprenticeships.gov.uk)