

Apprenticeship: Employer FAQ's

❖ What costs are involved when my company hires an apprentice?

Apprenticeship training is fully subsidised for the employer. The cost of apprentice training is covered by Holts Academy of Jewellery for apprentices aged from 16 to 18 and for those aged 19 and over and within the first year of training. The only cost that the employer will need to meet is paying the wage in line with government guidelines.

❖ How much do I have to pay an apprentice?

As a partner employer you only need to pay an apprentice £2.60 per hour for the days that the apprentice is with you. This applies to apprentices who are aged between 16 and 19 or over 19 and in the first year of their apprenticeship.

You only pay the apprentice for the hours that they are in the workplace, not the days on which they study. For an average 30 hour week, this is £78 per week or just £4060 for a year.

You can pay more than £2.60 per hour if you want to.

After the first year of training, the national minimum wage is £4.98 per hour for those aged up to 20 and £6.08 per hour for candidates aged 21+.

❖ What about tax and national insurance?

The minimum wage includes the National Insurance contribution. Where an apprentice is earning less than £102 per week, they are below the threshold for paying income tax.

❖ Do I need to pay for a tool kit for my apprentice?

For a Level 2 apprentice, Holts Academy will provide a toolkit for use in the workshop during training. We will also provide a list of recommended tools which you can buy as your apprentice needs them. Under capital allowance you can claim tax relief against tools and materials which you buy for the use of the apprentice.

❖ What is a framework and what skills will an apprentice learn?

There are a number of elements to each Apprenticeship and this is called the Framework. This means you will get a range of qualifications as you progress through your training and education. Each Apprenticeship framework has three main strands:

- A competence based element
- A technical element
- A skills element

Our apprentices learn hand making skills covering the basics of bench work as well as more advanced subjects such as hand engraving, stone setting, enamelling, polishing as well as an introduction to CAD. We also cover functional skills, employment law and health and safety training. The training will ensure that your apprentice is trained to a high standard where they are confident and competent to work in your company.

❖ What type of jobs can an apprentice do?

Holts Academy Apprenticeship training focuses on bench skills and hand making jewellery which will support more specialised work that the apprentice will then learn alongside you in the workplace. Their jewellery training will also make them ideal for jewellery focused jobs such as retail.

❖ What are my responsibilities as an employer?

You must give your apprentice an induction into their role and provide on-the-job training.

❖ Do I have to give my apprentice a holiday?

Like most other employees, apprentices must be given at least 20 days' paid holiday per year as well as bank holidays.

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❖ Can I choose my apprentice?

Yes. Once you advertise your apprentice vacancy through the Holts Academy of Jewellery, apprentices will apply to the Academy for your vacancy. We will match the best applicants for your needs and only forward selected candidates to you for interview.

❖ How long does the apprenticeship training take?

To make the apprenticeship worthwhile for employers and apprentices, we are delivering Level 2 and 3 as a package.

Level 2 is in essence a probationary period. The apprentice trains with Holts Academy for two months before progressing to a three months' work placement. On satisfactory completion of the probation, an apprentice automatically progresses to level 3. This takes the form of a full one year placement and day release arrangement with workplace based assessment.

❖ What if I am not happy with the apprentice that comes to my work place?

The probation period is designed to allow employers and apprentices, time to settle into the apprentice arrangement and careful selection gives the best chance for you to match the right candidate for your workplace.

Holts Academy's dedicated Industry Liaison officer will be on hand to help with any workplace issues that arise to ensure that everything runs smoothly for your business.

❖ What days will I need to release my apprentice for training at the Academy?

During Level 2, apprentices will need to be released back to the Academy on a Monday until March when Level 2 training is complete. Please see the attached form for a full list of the dates that apprentices will be based at the Academy.

❖ How do I take on an Apprentice with Holts Academy?

If you have a vacancy, let us know and we will do the rest. We will write up your job description and conduct a workplace visit to check health and safety standards in line with apprenticeship guidelines. Please contact our Industry Engagement Officer Jolan Kozak to make an appointment to discuss the needs of your business. 010 7405 0197 jolan@holtsacademy.com

❖ What do I do if I have a vacancy but I can't afford to pay an apprentice at the moment?

Contact us today to discuss your needs and how we can help your business to take on an apprentice. In partnership with our trade backers we aim to make the apprenticeship scheme accessible to any company who needs an apprentice to help their business grow.

If you have a genuine vacancy, we can help you to find the right person and grow your business today.

❖ What support can I expect?

As the official education provider of apprenticeships for the jewellery sector, Holts Academy offers full support to its partner employers. We will work closely with you to generate a job description, ensure that health and safety standards are met, ensure that an apprentice has the right skills for your business needs and carry out all work place assessment. We will be on hand to answer any questions and make sure that your business benefits from the scheme from the start.

Please see the '**Business Support**' factsheet included in this pack.