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**HOW TO RECRUIT AN APPRENTICE  
AND/OR UPSKILL YOUR WORKFORCE  
LETS GET STARTED...**

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# 01 Why Apprenticeships?

Using apprenticeships is a smart way to find new talent and upskill your current workforce. When you make apprenticeships part of your talent development plan, it helps your organisation fill skills gaps right away and creates a culture of ongoing learning and development.

Hiring an apprentice can help businesses boost productivity by 30%, and help to encourage your workforce to become more motivated, skilled and qualified. This allows you to grow your team, retain staff, and give you the chance to play an active role in moulding a future workforce with skills to help your business grow.

IPS International are experienced in helping businesses with apprenticeships. We can offer guidance on learning and development, hiring apprentices, following apprenticeship funding rules, and making sure you get a good return on your training investment.

## 02 How much will it cost?

As an employer, you will be concerned about the costs of training and salaries for apprentices. The government has introduced a new way for employers to handle training costs.

### Apprenticeship Levy (Paybill £3m+)

Employers with an annual paybill over £3 million will pay the 'Apprenticeship Levy'. You can find out when you have to pay the 'Levy' and how to work out and report your payments here:

<https://www.gov.uk/guidance/pay-apprenticeship-levy>

### Non-Levy Paying Employers

If you're an employer with less than 50 employees and hire an apprentice aged 16-18 or 19-24 with an Education Health & Care Plan (EHCP) or Care Leaver, the training costs are fully funded.

Employers with 50 or more employees will pay 5% of the training costs, and the government will cover the remaining 95%. You can find out more information here:

<https://www.apprenticeships.gov.uk/employers/funding-an-apprenticeship-non-levy>

### Levy Transfer

Employers may benefit from a levy transfer, where those with unused levy funds can give them to another employer to cover 100% of the training costs. For information visit

<https://www.gov.uk/guidance/receive-a-levy-transfer-from-another-business-to-fund-an-apprenticeship>

## 02 How much will it cost?

There is currently a £1,000 incentive that the government provides to employers when they take on new apprentices aged 16 to 18 years old or aged under 25 with an education, health and care plan (EHCP).

Once you have decided to hire an apprentice, you must set up a digital account with the apprenticeship service to access your funding and manage your government apprenticeships. The apprenticeship service will allow employers to:

- Choose training from a range of apprenticeship standards
- Choose a provider from the Register of Apprenticeship Training Providers
- Work effectively with your Training Provider and allow delivery of apprenticeship training
- Find an End-Point Assessment Organisation (EPAO)
- Reserve access to funding for Apprenticeship training and assessment
- Agree contracts with providers and benefit from collaborative relationships by delegating permissions to providers to service accounts
- You can access the portal and create your account here: <https://www.gov.uk/sign-in-apprenticeship-service-account>

## 03 Choosing the right training provider

Choose IPS International for our unique qualities:

- Over 30 years experience in vocational training
- A strong focus on commercial training
- Highly qualified instructors with commercial experience
- We co-design programmes with you
- We can advertise your vacancy on the government portal, social media, and our mailing list.

Your business will benefit from:

- A tailored training programme
- Portfolios for learners
- Feedback on their performance
- Regular reviews with their line manager
- Certificates and diplomas upon completing courses

**Sectors we cover**

Our expertise spans various sectors, including engineering & manufacturing, construction & logistics, business & digital, automotive, healthcare & early years.

We are a recognised training provider with endorsements from education and skills authorities to provide quality training.

## 04 Your apprenticeship account

All employers must create an apprenticeship service account, which is a necessary part of the apprenticeship process. You can set up your account for free on [gov.uk](https://www.gov.uk), and it's a quick process if you have the required information.

One important feature is that you need to reserve your funding if your annual pay bill is less than £3 million. This helps plan and secure funds for apprenticeship training.

Reserving funds is a way to ensure funding availability for apprenticeships, and you can reserve funds for up to ten apprenticeships before recruitment.

Once you confirm your training provider and apprentice, you can turn your reservation into a commitment, releasing the funding to the training provider.

Keep in mind, reservations expire if not turned into commitments within three months of the apprenticeship start date. Unused reservations can be deleted using the apprenticeship service.

## 05 Your recruitment

We're interested in connecting with you if you have an entry-level position in your organisation.

Our in-house recruitment team will help write your job advert to attract candidates and actively promote your job vacancies on our website, across our social media platforms, the government portal and through our partner network to help you recruit the best candidates for interview.

The best part is that we offer support before, during and after the interviews at no cost to employers or candidates.

"South Eastern Railway as a business believes Apprenticeships are critical to the business's success and bring sustainability to the company. They bring an all-round skillset within the engineering aspect.

On a personal level, I believe apprenticeships are the way forward as you get the balance of studying and learning with supportive trainers and employees, plus the experience of being trained on the job with experienced professionals." – Kevin Fewster, South Eastern Railway



## 06 Work with us

Every apprentice is assigned an IPS workplace trainer as the primary contact for the duration of their apprenticeship. You'll be given full contact details at the beginning of the apprenticeship. If you are looking to start the employment process, please contact our [Business Development Team](#):

If you have a current apprentice and have questions about content or delivery, please speak to the relevant head of department:

- Health & Social Care: [MaryHolmes@ips-international.com](mailto:MaryHolmes@ips-international.com)
- Business & Digital Skills: [KierPrice@ips-international.com](mailto:KierPrice@ips-international.com)
- Engineering: [AaronRyan@ips-international.com](mailto:AaronRyan@ips-international.com)
- Automotive / Construction: [GrahamPrice@ips-international.com](mailto:GrahamPrice@ips-international.com)
- Safeguarding / Prevent: [MaryHolmes@ips-international.com](mailto:MaryHolmes@ips-international.com)

**Head Office:** Northbank House, Sir Thomas Longley Road, Medway City Estate, Rochester, Kent ME2 4DU

**Lakeside Park Office:** Unit 20 – Training Centre, Lakeside Park, Neptune Close, Medway City Estate, Rochester, Kent ME2 4LT

**Dover Office:** The Old Boiler House, Unit C, Menzies Road, Whitfield, Dover, Kent CT16 2HQ

“I would undoubtedly recommend IPS as a Training Provider; they do exactly what they say they will do. Apprentices gain the required skills needed and the Trainers are very supportive and on hand if any problems arise. It was a painless process; we wanted Apprentices to strengthen our workforce and it was helpful to be informed by IPS properly of funding and the structure of how the Apprenticeships work.” – **Ian Rhodes, Gemini Lighting Solutions Ltd**

“Without a doubt the skills and knowledge I gained from IPS have helped me in my career progression, going from no previous skills and knowledge in care to a Registered Manager of a residential home in Strood. Apprenticeships are the best way to extend and further your career path.” – **Andy Jupp, Kingsdown House, registered Care Home.**

“Our IT apprentice has improved the team 100%. I was happy IPS chose units that were relevant for his work here at Ward Security, like it was custom-made for us.” – **Rav Singh, Ward Security**





IPS International is a leading provider of specialist training, consultancy and apprenticeships primarily in Southeast England.

We co-design programmes with you to give young people the skills and confidence to work in your team!

To find out more or sign-up:

Call: 01634 298808

Visit: [ips-international.com/Employers](https://ips-international.com/Employers)

Email: [info@ips-international.com](mailto:info@ips-international.com)

