

# FAQ:

# Recruiting an Apprentice in Primary Care

## What is an apprenticeship?

Apprenticeships are work-based training programmes for people aged 16 and over. They combine on the job training with nationally recognised qualifications and are a great way to build a skilled and motivated workforce.

## Who can do an apprenticeship?

Staff aged 16 or above, whether they are new recruits or existing employees, can take advantage of a training programme, as long as they don't have a degree.

## How long do apprenticeships take?

A level 2 apprenticeship takes approximately 12 months to complete, while a level 3 apprenticeship can take up to 18 months.

## What are the benefits to my business of employing an apprentice?

Research has highlighted that employers offer apprenticeship places because they value the benefits that apprentices bring to their business. These include:

### 1. Improved productivity

Apprenticeships equip staff with the skills and knowledge to work within their role more efficiently. As your staff become more motivated, they work harder and more effectively for your business.

### 2. Motivated people

As a result of their apprenticeship, staff become more motivated and are keen to learn. This enthusiasm can also invigorate other staff members. By offering apprenticeships, recruiting and retaining the right people for your organisation will become easier.

### 3. Relevant training

Apprenticeships are designed by businesses in your sector to meet the needs of your industry. This means the training is always relevant, and tailored to the needs of your sector by people who genuinely understand what you do.

### 4. Avoid skills shortages

The apprenticeship programme can identify your team's training requirements and structure your staff's development. This will help to grow your business and review skill gaps.

### How much will it cost an employer?

Employers with a payroll bill of over £3 million pa will pay a levy of 0.5% of their payroll bill.

Non levy paying employers (with a payroll less than £3 million) will contribute 5% towards training costs and the government will fund the remaining 95%. You will also pay the apprentice the minimum apprentice wage

### What are the employer's responsibilities?

As the employer, you will be responsible for the following:

- Job role and responsibilities
- Contract of employment
- Induction into the role
- On-the-job training
- Apprentice salary
- Time for learning
- Commitment to 12 months for Intermediate and 18 months for Advanced Level programmes
- Commitment to offering employment of 30-40 hours per week

If you're considering the benefits and opportunities associated with apprenticeships, don't hesitate to get in touch with us – [Teresa.beswick@nhs.net](mailto:Teresa.beswick@nhs.net)