

Apprenticeship Employer Information

Delivered by Bournemouth and Poole College,
combining workplace learning with study days at college.



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**Bournemouth
& Poole College**

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What is an Apprenticeship?

An apprenticeship is a paid job where the employee learns and gains valuable experience.

An apprenticeship includes:

- paid employment with holiday leave
- hands-on-experience in chosen trade/career
- minimum 6 hours per week off-the-job training
- nationally recognised qualification.

Who can apply?

An apprenticeship is a great paid work opportunity for anyone who might be:

- early in their career
- looking to upskill in their current job
- looking for a career-change
- not in full-time education.

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Employer resources

thecollege.co.uk/solutions

employers@bpc.ac.uk

01202 205560



Off-the-Job Training

What is off-the-job training?

Alongside on-the-job training, apprentices have protected time to complete off-the-job training normally covered within their college attendance and within their normal working hours. All apprentices must meet a certain amount of off-the-job training hours to complete the apprenticeship.

Off-the-job training is a statutory requirement for an English apprenticeship. It is training which is received by the apprentice within their practical period, during the apprentice's normal working hours, for the purpose of achieving the knowledge, skills and behaviours

of the approved apprenticeship that is referenced in the apprenticeship agreement.

By normal working hours we mean the hours for which the apprentice would normally be paid, excluding overtime.

What does off-the-job training look like?

Off-the-job training must deliver new skills that are directly relevant to the apprenticeship standard. It can take place in or out of the work environment.

For more information and advice about off-the-job training, please speak to your Assessor/Trainer or Progress Coach.

Examples at College	Examples at Work
The teaching of theory (e.g. lectures, role playing, simulation exercises, online learning and manufacturer training.)	Workplace induction
Practical training, shadowing, mentoring, industry visits and participation in competitions, where the activity has been agreed and documented as part of the agreed training plan.	Shadowing a colleague or learning how to do a new task.
Learning support and time spent writing assignments.	Workplace training (e.g manual handling, first aid).

Apprenticeship Wage

What the apprentice earns will depend on the industry, location and the level of apprenticeship they choose.

If aged between 16 and 18 or in the first year of the apprenticeship, the apprentice is entitled to the apprentice rate:

www.gov.uk/national-minimum-wage-rates

If the apprentice is 19 or over and has completed the first year of the apprenticeship, they are entitled to the National Minimum Wage:

www.gov.uk/national-minimum-wage-rates

This is the minimum an apprentice can earn, many employers offer their apprentices a competitive salary.

There are no student loan or tuition fees for an apprenticeship because it is funded by the government and the employer.

The apprentice will need to cover the cost of their day-to-day expenses, such as lunch and travel, however many employers offer a competitive salary to support this.

Some courses will require certain materials for the activities at college, such as Chef whites for example. An employer is not required to cover the cost of this but it is encouraged.

Any personal protective equipment (PPE) required to safely perform the role must be provided to the apprentice free of charge by the employer.

If the apprentice is a care leaver aged 16 to 24, they will receive a £3,000 bursary payment to support them in their first year of the apprenticeship.

Apprentices must be paid for all college attendance, including Maths and English Functional Skills and End Point assessment. This is explicitly stated in the Department for Education funding rules.

The apprentice can also seek help with travel to and from work and college via our Student Support services:

www.thecollege.co.uk/college/college-information/student-support/student-finance



Maths and English

Each apprenticeship programme at Bournemouth and Poole College is unique. In some cases, it may be a requirement of the programme to already have maths, English or other qualifications as part of the entry criteria.

If your apprentice is 18 years old or younger and doesn't have a GCSE grade C/4 or above or equivalent, they will need to study this as part of their apprenticeship.

This is delivered in a 5-day intensive block and must be passed before the apprentice can progress through to their End-Point Assessment.

We will work with you to confirm arrangements.

Our Apprenticeship team will be able to advise you and your apprentice about this at their initial interview.



End-point Assessment

End-point assessment (EPA) is the final stage of an apprenticeship.

It is an independent assessment to ensure your apprentice has developed the skills, knowledge and behaviours outlined in the apprenticeship standard.

In order for your apprentice to be put forward to complete their EPA, you as the employer, the apprentice and a college representative will agree that they are ready.

Please note if a resit is required the cost will fall to you as the employer.

Assessments have been designed by employers in the sector and are conducted by independent bodies known as end-point assessment organisations (EPAOs).

Once all elements of the apprenticeship are completed, the apprentice will receive their apprenticeship certificate.



Costings

Below is a summary of charges and payments that you can expect as an employer.

Incentive payments for 16-18 year olds or those that are 19-24 year old with a current Education, Health and Care (EHCP) plan are available to recognise the additional support that a young person requires in order to develop in their career.

They are paid in two instalments.

The first payment is made after your apprentice has successfully completed the first 3 months of their apprenticeship.

The final payment is made after they have completed 12 months of their apprenticeship.

Find out more about what makes you a levy or non-levy payer:

[www.gov.uk guidance](https://www.gov.uk/guidance).

	Above £3m payroll (Levy paying)	Below £3m payroll (Non-Levy paying)
16-21 and 22-24 with current EHCP	Full fee from Levy pot	100% government funded
22+ without current EHCP	Full fee from Levy pot	95% government funded 5% employer co-investment contribution

Employer incentive payment		
16-18 and 19-24 with current EHCP	£1000	
19+ without current EHCP	£0	

Recruiting an Apprentice

How can I recruit an Apprentice?

Bournemouth and Poole College can help with recruiting an apprentice if you don't have one.

[Simply complete the vacancy request form.](#)

Then grant us permissions on your Apprenticeship Service account to advertise on your behalf. Log in and go to 'Your apprenticeship adverts' tab and scroll to the 'Set up permission' section.

Once we have the vacancy and permissions, we can advertise the apprentice vacancy on:

[Gov.uk find an apprenticeship webpage](#)

[Bournemouth and Poole College apprenticeships vacancies webpage](#)

All vacancies are advertised on the college website. To advertise and recruit for your apprentice, let us know the web link to your vacancy and we can help promote it.

Apprentice Onboarding Process

In order for your apprentice to start their course at Bournemouth and Poole College, a number of things need be in place to ensure their safety and wellbeing:

- apprentice applies for the apprenticeship at The College and completes their college interview
- apprentice secures an employer and meets all other entry requirements set out at interview
- employer and The College complete the health and safety check
- employer sets up the Apprenticeship Service account, grant permissions, PAYE etc
- apprentice, employer and college representative complete enrolment form and apprenticeship enrolment form, apprenticeship agreement and training plan
- apprentice is ready to start their course!

Please note: Your apprentice's place on the course is not secure until you have completed all required college checks including having your Apprenticeship Service account ready and approved and they have met all entry requirements.

Our courses prove very popular so in order to avoid disappointment we encourage both you and your apprentice to complete each part of the process as soon as possible.



Gov.uk Apprenticeship Service Account Guide

Create the Account

A video from the ESFA YouTube channel demonstrates the process of creating the account: [You Tube Video](#).

1. To start 'Create an Apprenticeship Service account' go to <https://signin.account.gov.uk/sign-in-or-create>
2. Enter your details to be set up as a user, then enter the verification code (sent by email to the given email address) when requested.
3. Add your PAYE scheme, this is where you'll need to enter either your Organisational Level Government Gateway User ID and password or your Account Office Reference Number.

To set up your Digital Account, you need your PAYE Scheme Reference Number (ERN) and

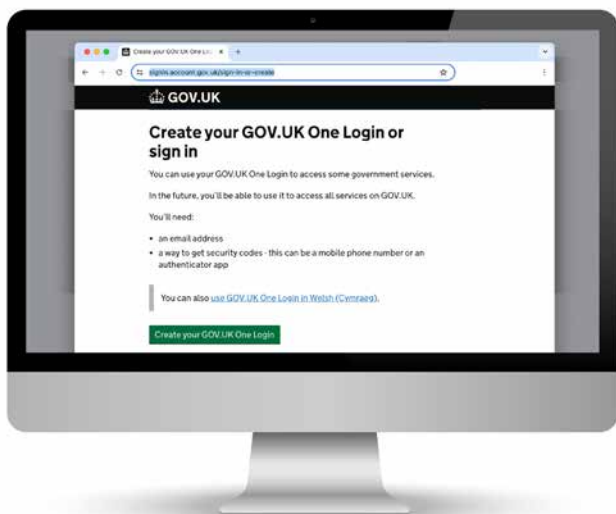
Account Office Reference Number (AORN).

You will submit your first payroll return before this reflects on being able to log in to the Apprenticeship Service. (Only for new company PAYE's set up).

For further queries contact our specialist Apprenticeships Helpdesk **08000 150600**

or email helpdesk@manage-apprenticeships.service.gov.uk.

4. Confirm your organisation - you'll need your Companies House Number to search and link your organisation to the account.
5. Accept the Employer Agreement. The functionality of the account will be restricted until this has been done.



Gov.uk Apprenticeship Service Account Guide

Grant Permissions

1. Go to the "Manage training providers" section on the homepage.
2. Select "Add a training provider".
3. Enter our UKPRN which is 10000820 and continue.
4. Select "Yes, add Bournemouth and Poole College" and continue.
5. Click to return to your training providers.
6. Click "Set permissions" next to Bournemouth and Poole College
7.
 - i. Do you give Bournemouth and Poole College permission to add apprentices' records (Create Cohort)? Add Allow if you would like us to add apprentices for you.

Alternatively, complete this section which will trigger a confirmation email for the college to confirm the apprentices' details.
 - ii. Do you give Bournemouth and Poole College permission to recruit apprentices' records (Recruitment)? Add Allow if you would like us to help you to advertise with us on the National Apprenticeship Service website. If you already have an apprenticeship candidate in place, either answer is fine in this case.
8. Confirm permissions.

Interview Questions to ask your Apprentice

Examples of interview questions you may wish to ask your apprentice during your recruitment process;

- Tell me about yourself.
- What sort of employment background do you have?
- Why did you leave your last job?
- What do you think this job will entail?
- What do you think are your strengths and weaknesses?
- What do you know about us/this company?
- Give me an example of a time when you have had to work as a member of a team.
- What motivates you?
- Where do you see yourself in 2 years' time?
- Why should we employ you instead of someone else?



Health and Safety Information

The health and safety of students is a core value for Bournemouth and Poole College and we believe that students are entitled to learn in a safe place and the apprentice will be supported within the working environment.

Bournemouth and Poole College seek to ensure that employers or other working partners have suitable and sufficient arrangements in place for student health and safety.

Here are some key questions that you will be asked as part of the Health and Safety check survey sent to you via email - this check takes place before the apprentice can start with you. You will be supported with any areas where you might not have anything in place yet.

- Can you confirm employers' liability/public liability are in place and covers the apprentices activities? We will need a copy of your current ELI certificate for our records.
- Has your organisation ever been issued with an Improvement or Prohibition Notice by an enforcing authority i.e. HSE, OFSTED, CQC?
- Do you have a written Health and Safety Policy that is signed and dated?
- Do you have in place a Safeguarding Policy that includes awareness and duties under Prevent legislation?
- Do you have named and competent person responsible for health and safety?
- Have you assessed the risks to the health and safety of your employees and students?
- Do you have effective arrangements in place for the identification, investigation, notification and reporting of accidents and ill-health to employees and students?
- Do you audit/review your health and safety arrangements?
- Do you ensure the effective supervision of students?
- Do you have arrangements for ensuring, and monitoring, that learning takes place in safe, healthy and supportive environments?



Safeguarding Guidance

Important for employers offering training or work placement to students.

Students have the right to be and feel safe

Bournemouth and Poole College has a duty to ensure that employers have suitable procedures in place to safeguard children and vulnerable adults. Employers are expected to have a Safeguarding Policy in place if they are offering training or work placements to students.

Guidance for Placement Providers and student supervisors regarding appropriate behaviours:

Touch

There may be occasions when you need to have contact with a student (e.g. when you are guiding them in carrying out a technical operation) but these should be kept to a minimum. No one should touch a student in any way that causes physical harm. No one should make suggestive, inappropriate or sexual remarks to students.

Behaviour

Whilst it is important to reassure any student who may be nervous and could be particularly reliant on your guidance, you should avoid being over-familiar. Never permit 'horseplay' or inappropriate behaviour which may cause embarrassment or fear.

Environment

Where possible avoid being on your own in an isolated or closed environment with a student. There should not be any images on display that may cause offence i.e. those of a sexual or religious nature.

Language

Ensure language used around students is appropriate, so that communications are not derogatory, offensive or have sexual connotations.

Travel

Ensure that there is a known destination and check-in-times with a third party in situations where a student will be travelling alone with an adult.

Mentor

Care should be taken over the choice of staff having daily responsibility for students. Those placed immediately in charge of students should be competent in their work-role, have a mature and responsible approach and feel at ease in the company of the student.

Safeguarding Disclosure

Disclosure

Occasionally students may disclose confidential information to a work colleague that gives rise to concern for their physical or emotional safety.

In such situations you should speak to your line manager and share your concern (within 24 hours) with a Designated Safeguarding Officer at Bournemouth and Poole College:

Contact

safeguarding@bpc.ac.uk

Bournemouth Campus
& Apprentices:

07774 974781

Poole Campus
& Fulcrum Centre:

07714 851103

Disqualification

You are reminded that you are required by law to protect children/ vulnerable adults from harm and that any employees are required, under the Criminal Justice and Court Services Act 2000, to declare if they are disqualified from working with children and/or vulnerable adults

Confidentiality policy:

We will always treat any information you share with us as confidential. However, if you tell us that you or someone else is being abused or is in danger, we have a duty of care and must take further action.

Bournemouth Campus
Lansdowne, Meyrick Road
Bournemouth, BH1 3JJ



Fulcrum Centre
Unit E, Vantage Way
Poole, BH12 4NU



Poole Campus
North Road, Parkstone
Poole, BH14 OLS



thecollege.co.uk



[school/bpcollege](https://www.linkedin.com/school/bpcollege)



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