

Apprenticeship Employer Information

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



**Bournemouth
& Poole College**

July 2026

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Apprenticeship Programme

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
- planned minimum amount of off-the-job training
- nationally recognised qualification called the Apprenticeship Standard.

The programme can be delivered in various ways such as day release where the apprentice has one day in their working week to attend the college lessons whilst being paid or a block release where the apprentice is released from their work pattern for a set number of weeks to attend college lessons. For certain programmes we also offer remote college lessons.

The delivery of the programme will vary per programme and can be discussed with the college, we can aim to be as flexible as possible but must ensure that your apprentice is attending the training.

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.



Apprenticeship Programme

Off-the-Job Training

What is off-the-job training?

Alongside on-the-job training provided by yourselves, 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. The minimum amount of hours is dictated per standard by Skills England.

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 Programme

BPC Grow for Apprentices

BPC Grow is our personal development programme designed to help apprentices build the confidence, behaviours, and professional skills they need to thrive - both during their apprenticeship and long after it.

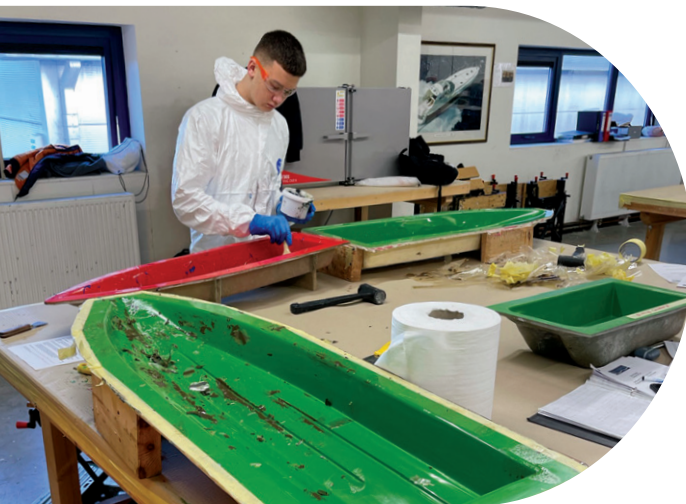
While apprentices gain valuable hands on experience in the workplace, BPC Grow complements this by giving them structured time to reflect, develop essential employability skills, and strengthen the mindset needed for long term success.

The programme is delivered through short, engaging online sessions that fit alongside their training and work commitments.

These sessions focus on areas such as communication, resilience, teamwork, problem solving, and personal effectiveness-skills that directly benefit their performance in your organisation.

Your support is vital. By enabling apprentices to attend these online sessions, you're investing not only in their growth but also in the future capability of your team.

BPC Grow helps apprentices become more confident, proactive, and workplace ready, ensuring they bring even greater value to your business.



Apprenticeship Programme

English and Maths

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 Assessment. If the apprentice doesn't pass the exams, they may need to repeat at least another week away from work and must be paid for this time.

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 college interview and during the induction.



Apprenticeship Programme

Training Plan and Individual Learning Plan

An apprenticeship training plan is essentially a structured roadmap that explains what the apprentice will learn, how they will learn it, and how the employer will support that learning.

The plan will be updated via the apprentice's individual learning plan (ILP) through progress checks, milestones and preparation towards their gateway to completion and then into the apprenticeship assessment section of the apprenticeship programme.

To support you and your apprentice through the programme we use an electronic portfolio that documents their progress through the programme.

Some of the Apprenticeship programmes will ask employers to be involved in signing off apprentice's work and competency of tasks as part of the Awarding Body criteria, this may involve secondary software application access.



Apprenticeship Programme

Apprenticeship Assessment

Apprenticeship assessment (formally known as the End Point Assessment) is the final stage of an apprenticeship.

Some assessments will be carried out throughout the programmes to work towards the final gateway to completion.

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 enter the gateway to completion stage of the programme, you as the employer, the apprentice and a college representative will agree that they are ready.

Assessments have been designed by employers in the sector and are conducted by independent bodies known as assessment organisations.

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

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



Financials

Apprenticeship Wage, including direct costs for employer

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

Your apprentice must be on your payroll and be paid through your PAYE scheme.

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

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](https://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.

Apprentices must be paid for all college attendance, including Maths and English Functional Skills and Apprenticeship assessment. This is explicitly stated in the government Apprenticeships funding rules.



Levy/Non-levy

Levy apprenticeships are funded by employers who pay the Apprenticeship Levy, while non-levy apprenticeships are co-funded by the government and smaller employers. Find out more about what makes you a levy or non-levy payer:

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

Levy Apprenticeships apply to employers with an annual wage bill over £3 million. If levy funds are insufficient, the apprenticeship may fall into the 75% government-funded route.

Non-levy apprenticeships are for employers with a wage bill under £3 million. These employers typically pay 25% of the training and assessment costs, while the government covers the remaining 75%, up to the funding band maximum for apprentices aged over 25 years.

Payments are made directly to the training provider, who then claims the government contribution.

Apprentice Age	Above £3m payroll (Levy paying)	Below £3m payroll (SME/Non-Levy paying)
Under 25	Full fee from Levy pot. 25% employer contribution when levy funds are exhausted.	100% government funded.
25+	Full fee from Levy pot. 25% employer contribution when levy funds are exhausted.	95% government funded. 5% employer co-investment contribution.

Financials

Incentive and Additional Payments

Hiring young talent brings fresh ideas and strengthens an employer's workforce, enabling them to develop the skills needed to meet the demands of the future.

Payment	Age eligibility	Schedule
£1,000 additional payment for hiring apprentices.	16 to 18 (19 to 24 with EHCP or care leavers).	We pay this in two equal instalments, at day 90 and one year after apprenticeship started (or day 242 if apprenticeship under 12 months). Paid via the college.
£2,000 new SME hiring incentive (from Oct 2026).	16 to 24	We pay this in two equal instalments at day 90 and day 365 (or day 242 if apprenticeship under 12 months). Paid via the college.

Interactions with Other Schemes

£3,000 new Universal Credit hiring incentive Youth Jobs Grant for SME (June 2026).	18 to 24, if you hire a new apprentice that has been on universal credit for over 6 months.	We pay this in two instalments of roughly equal amounts at month 1 and month 3 (to be confirmed). Paid via DWP and HMRC.
The Universal Credit hiring incentive is paid directly to employers by the Department for Work and Pensions. For the other incentives and payments above, the apprenticeship training provider claims them on behalf of the employer and then passes them on.		

Key Considerations for Employers

Review recruitment and training pipelines to take advantage of early careers funding.

Consider combining the Youth Jobs Grant with apprenticeship incentives for maximum financial support.

Plan for the payment timeline, as the first instalment may take several months to arrive.

Manage your Apprenticeship Service levy account to ensure you maximise government funding to reduce likelihood of levy shortfalls causing 25% employer contributions.

- No employer National Insurance contributions for apprentices under 25 if they meet certain criteria
- 100% training costs covered for eligible under-25s (non-levy).
- £1,000 payment for each eligible apprentice under-25
- From October 2026, non-levy paying employers (typically SMEs) may be eligible to get an incentive of up to £2,000 when recruiting new apprentices aged 16 to 24
- New offer of Apprenticeship Units to help develop your employee's personal development and training. These units are shorter courses and can be completed over a period of 16 weeks or less
- £3,000 grant from DWP, new Youth Jobs Grant for SME hiring 18-24-year olds that have previously been on universal credits for over 6 months if eligible.



Financials

Assessment Exam Resits

You will need to be aware that if your apprentice fails elements or all of their assessment, the costs of resitting will fall to you as the employer.

We will inform you of the cost prior to the booking of the resit. You must not ask the apprentice to contribute financially to the costs of training or resits.

This includes both where the individual has completed the programme successfully or has left the programme early (this includes where they have left the employer).



Financials

Bursaries and Financial Help for the Apprentice

- £3,000 bursary available to care leavers under 25 starting an apprenticeship
- Apprenticeship Travel Bursary
- Criteria apply for the above depending on circumstances.

The apprentice is encouraged to seek help via our Student Support services:

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

If an apprentice needs help at work due to a learning difficulty or disability, they may be able to get help from:

www.gov.uk/access-to-work



What is needed to take on an apprentice?

PAYE

All apprentices must be employed with an employee contract through your payroll and PAYE scheme:

www.gov.uk/register-employer

You will need your PAYE number to create your Apprenticeship Service account.

This will assist the HMRC and DWP government departments to check and confirm your apprentices' employment for incentives and levy pot funds.



What is needed to take on an apprentice?

Apprenticeship Service account (step by step guide)

Create the Account

ESFA YouTube channel demonstrates creating the account: [You Tube Video](#).

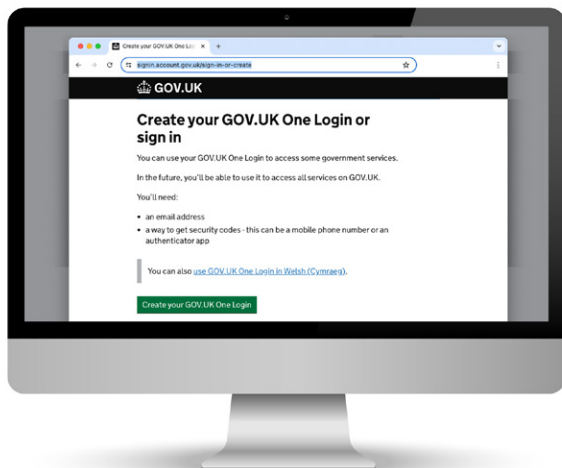
1. To start 'Create an Apprenticeship Service account' go to <https://signin.account.gov.uk/sign-in-or-create>
2. Enter your details to be set up as a user, then enter the verification code (sent by email to the given email address) when requested.
3. Add your PAYE scheme, enter either your Organisational 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. <https://accounts.manage-apprenticeships.service.gov.uk/service>



What is needed to take on an apprentice?

Apprenticeship Service account (step by step 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.

What is needed to take on an apprentice?

Recruiting an apprentice (including Vacancy)

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.

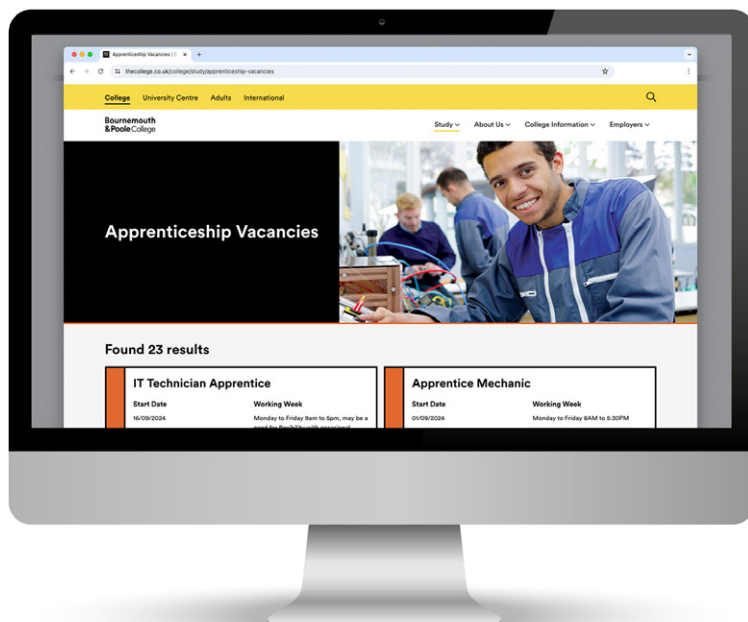
Log in and go to 'Your apprenticeship adverts' tab and scroll to the 'Set up permission' section.

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.



What is needed to take on an apprentice?

Interview Questions to ask your applicants

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 your strengths and weaknesses are?
- 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?



What is needed to take on an apprentice?

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 and you will need to provide your ELI certificate to the College
- 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.



What is needed to take on an apprentice?

Employee contract

Issue an Employment contract to your apprentice to clearly show the terms and conditions of their employment with you and to set out your expectations from them. This onboarding documentation will also include any benefits such as leave entitlement, overtime arrangements and pension options as necessary.

This is not the same as the Apprenticeship Agreement paperwork provided by the college as part of the sign up, as this only confirms the agreement to participate in the Apprenticeship programme and does not form an employment contract between yourselves and the apprentice.



What is needed to take on an apprentice?

Health and Safety check and ELI process

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?

As part of the onboarding process, we will ask you to complete a Health and Safety check for all of your sites where your apprentice might visit or work, this check is sent to you via employmentchecks@bpc.ac.uk.

This must be completed and submitted along with a copy of your Employer Liability Insurance certificate prior to the apprentice being confirmed on the Apprenticeship Programme. We may ask you to carry this check out annually. We also require a copy of your ELI certificate every year.

What is needed to take on an apprentice?

Safeguarding Guidance and Disclosure

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.

What is needed to take on an apprentice?

Safeguarding Guidance and 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
and Apprentices:

07774 974781

Poole Campus
and 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.

What is needed to take on an apprentice?

Student Experience Support Services

Supporting Your Apprentices to Succeed

At Bournemouth and Poole College, we provide a wrap around support experience that helps your apprentices thrive both in the workplace and in their studies.

What Your Apprentices Gain With Us

- Specialist learning support for apprentices with learning difficulties, disabilities, or additional needs
- Dedicated Study Support Centres on both main campuses for quiet study, drop in help, and guided support
- Access to expert staff, including study skills coaches, support advisors, and specialist practitioners
- Wellbeing and mental health support, including a calming sensory room for apprentices who experience stress or anxiety
- Guidance on reasonable adjustments to ensure every apprentice can learn and perform at their best
- Careers and progression support to help apprentices grow confidently into their next role or qualification.

Why Employers Value Our Support

Our approach strengthens:

- Apprentice confidence and independence
- Retention and achievement rates
- Workplace performance and reliability
- Long term progression within your organisation.

We work in partnership with employers to ensure every apprentice is supported, motivated, and ready to contribute meaningfully to your business.



**Bournemouth
& Poole College**

**Student
Experience**

What we require from your apprentice

As this is a tri-party agreement, we ask that the apprentice is equally responsible for their progress and commitment to the programme and their self-development.

We expect them to:

- Attend every classroom session as per timetable
- Log all relevant training in their portfolio to build the required Off-the-Job Training records
- Complete all curriculum assignments by the deadlines
- Wear the correct uniform/PPE/work wear as required in all workshop and trade practical areas at the college
- Engage with the BPC Grow Programme for personal self-development
- Follow college policies and procedures
- Keep communications open
- Reach out for support from our college services as required
- Inform the assessor quickly with any changes to the employment circumstances.



Useful Contacts

Business Development/Employer Solutions

For further guidance on what else can the college do for you:

Employer resources: www.thecollege.co.uk/college/employers

employers@bpc.ac.uk

01202 205560

Apprenticeship Admin Team

For support with the sign up and paperwork for taking on an apprentice:

Apprenticeship Administration Team:

apprenticeshipadmin@bpc.ac.uk

01202 205968

Apprenticeship Service Helpdesk

For help with Government Apprenticeship service:

helpdesk@manage-apprenticeships.service.gov.uk

08000 150 600

Safeguarding

Contact for the college for any safeguarding concerns:

safeguarding@bpc.ac.uk

Bournemouth Campus and Apprentices: **07774 974781**

Poole Campus and Fulcrum Centre: **07714 851103**

Health and Safety Executive (HSE) guidance

www.hse.gov.uk

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)



[thebpcollege](https://www.instagram.com/thebpcollege)



[BPCollege](https://www.facebook.com/BPCollege)

**Bournemouth
& Poole College**