



EMPLOYER GUIDE

Navigating the world of apprenticeships for the first time can be daunting - why offer an apprenticeship, what is involved, who can be an apprentice, and more importantly, where do I start? Let's take a look...

APPRENTICESHIPS

An apprenticeship is a genuine job with an accompanying assessment and skills development programme. It is a way for individuals to earn while they learn gaining valuable skills and knowledge in a specific job role. The apprentice gains this through a wide mix of learning in the workplace, formal off-the-job training and the opportunity to practise new skills in a real work environment. Apprenticeships benefit employers and individuals, and by boosting the skills of the workforce they help to improve economic productivity.

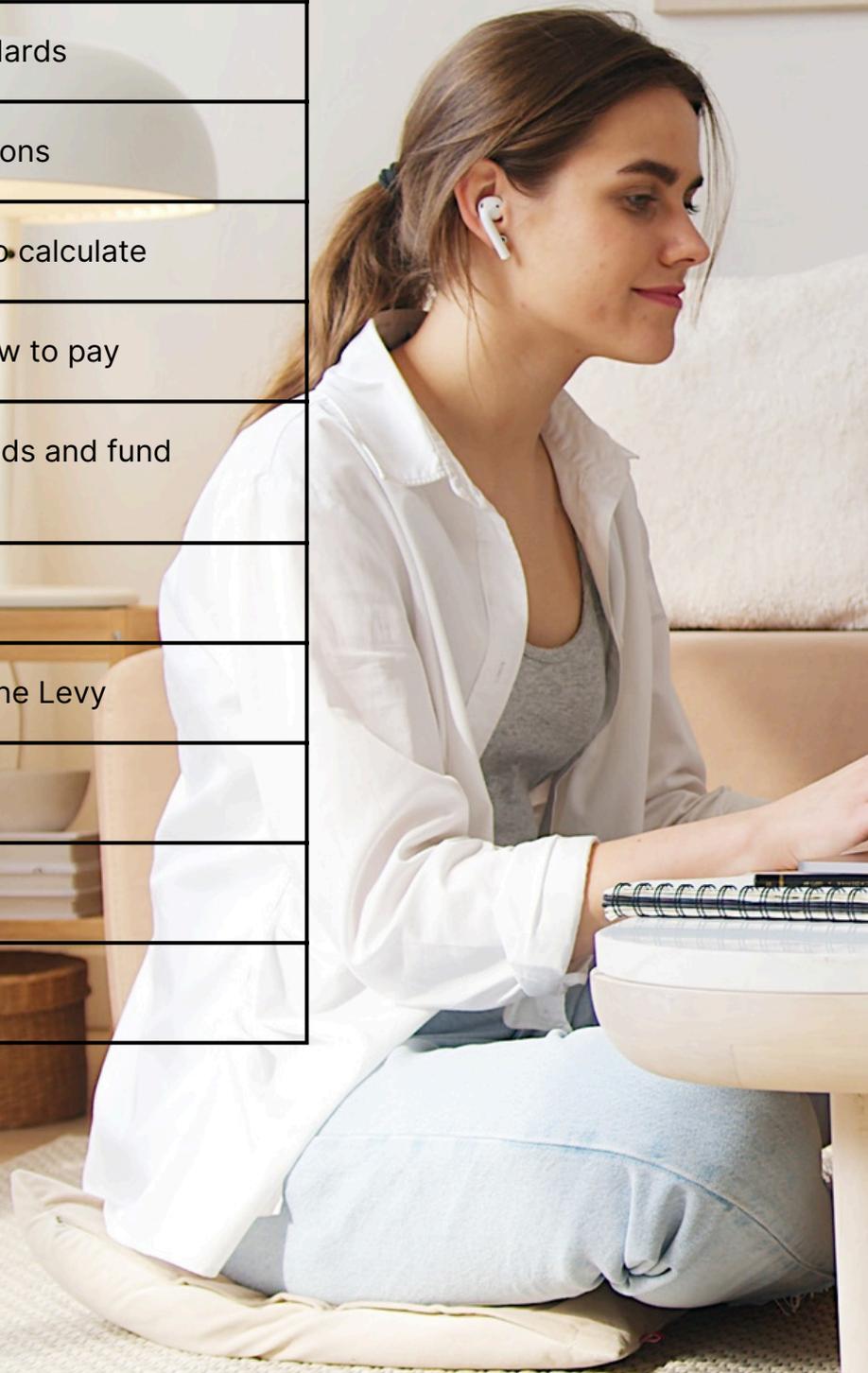


Apprentices must spend at least 20% of their time on off-the-job training, however, they may need more than this if, for example, they need training in English and maths. It is up to the employer and training provider to decide how the off the-job training is delivered.

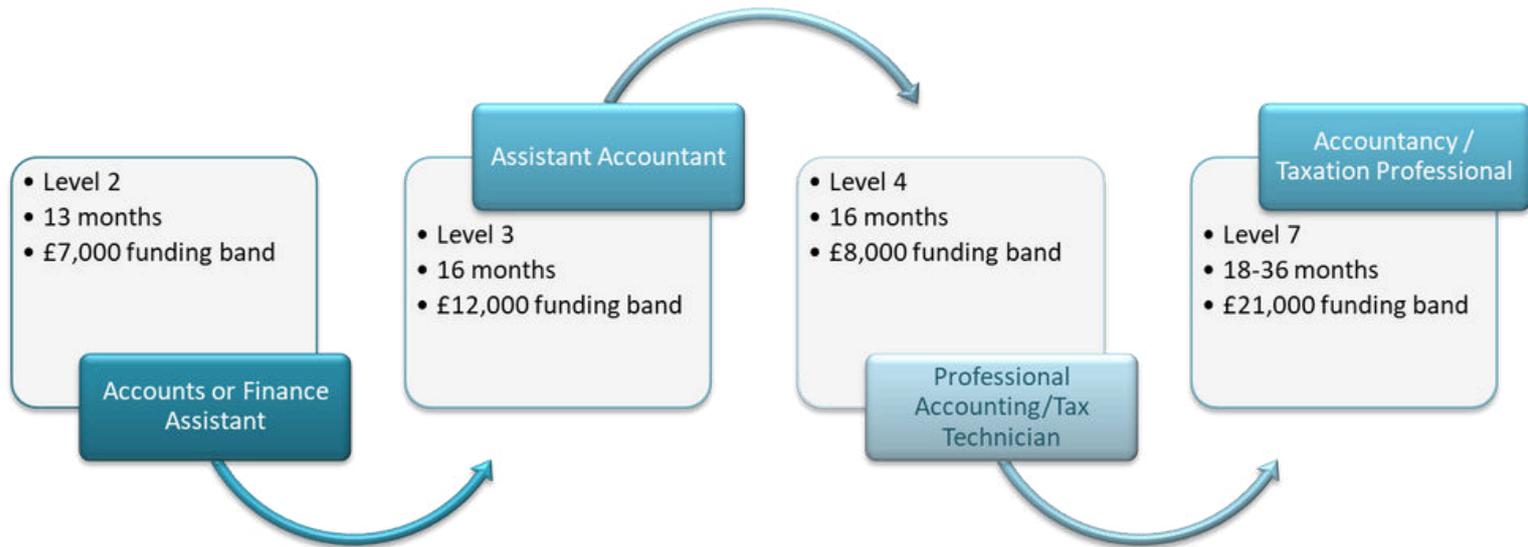
It may include regular day release, block release and special training days or workshops. It must be directly relevant to the apprenticeship framework or standard and can be delivered at the apprentice's normal place of work as long as it's not part of their normal working duties.

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The different accountancy apprenticeship standards and how this links to the workplace



Typical job titles include:

- Accounts administrator
- Accounts assistant
- Accounts payable clerk
- Assistant bookkeeper
- Business accounts administrator
- Cost accountant assistant
- Finance assistant junior
- Junior cashier

Typical job titles include:

- Accounting technician
- Accounts clerk
- Assistant accountant
- Assistant cashier
- Bookkeeper
- Finance assistant
- Purchase ledger clerk
- Sales ledger clerk

Typical job titles include:

- Assistant auditor
- Assistant management accountant
- Assistant financial accountant
- account payable supervisor
- Bookkeeper
- Commercial analyst
- Payroll manager
- Senior financial officer
- Tax investigations officer
- Personal tax assistant
- Business tax assistant

Typical job titles include:

- External auditor
- Financial accountant
- Financial analyst
- Forensic accountant
- Internal auditor
- Management accountant
- Management consultant
- Tax accountant
- Tax advisor
- Tax specialist

The different levels on offer are designed to progress an apprentice from a basic introductory role at level 2 , working towards a senior management position at level 7.

Each apprenticeship standard is in a funding band. This sets the maximum amount of apprenticeship funds that can be used towards an individual apprenticeship

At HTFT, we deliver the following standards;

Level 2 - Accounts or Finance Assistant (max £7k)

Level 3 - Assistant accountant (v1.2) (max £12k)

Level 4 - Professional accounting or taxation technician (Max £8k)

Level 7 - Accountancy or taxation professional (Max £21k)



The apprenticeship funding rules explain which individuals can be funded for an apprenticeship through the English system. It can include apprenticeship training where the apprentice's workplace, which is their main place of employment, is in England. If this is the case, employers can use the funds in their apprenticeship service account to pay for training and assessment and access government co-investment. This is regardless of whether the apprentice lives in England or not. However, the apprentice must be taking an English statutory apprenticeship and meet all other learner eligibility rules.

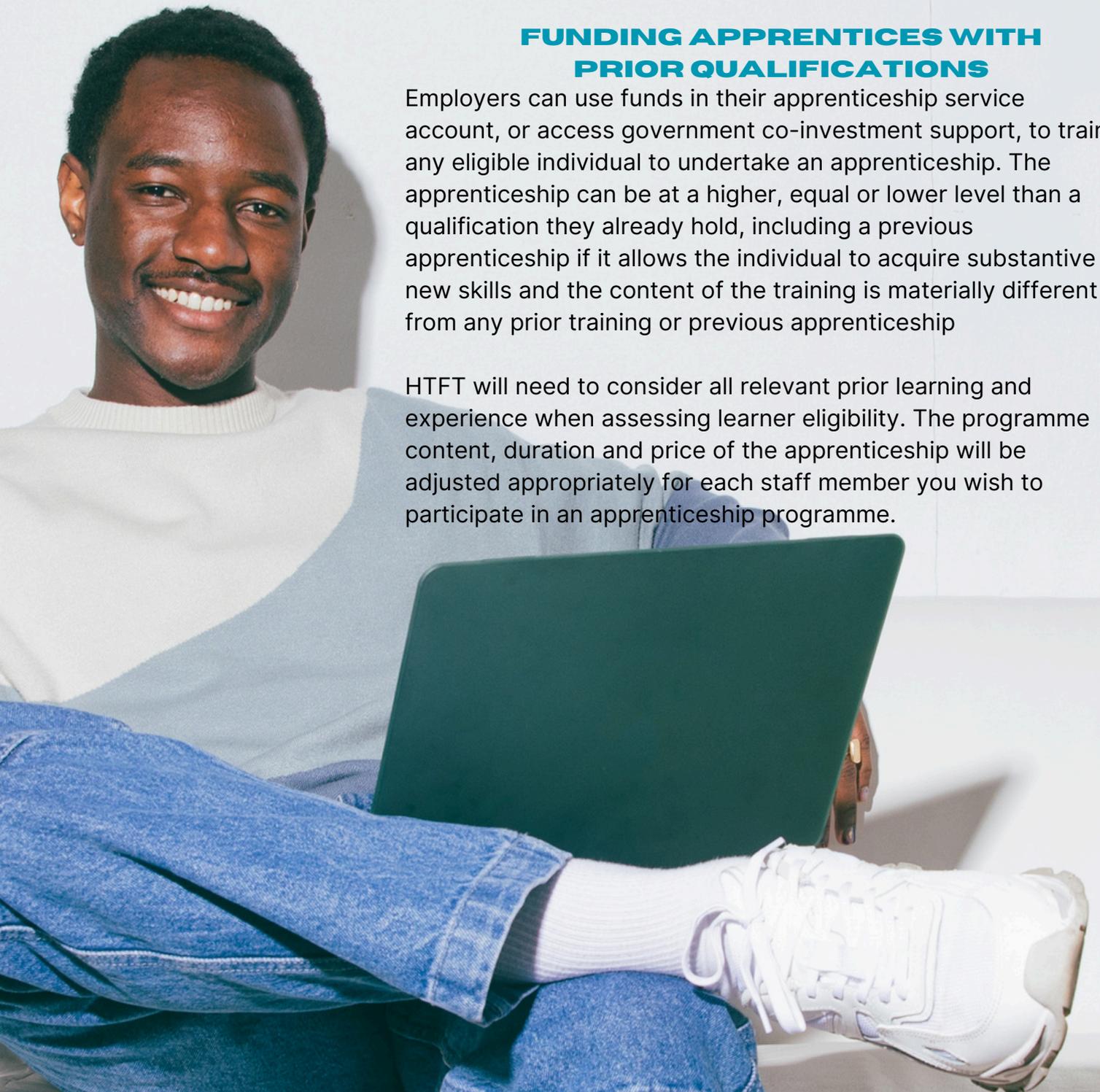
The 'workplace' as the physical place of work, designated by the employer. It is where the employer expects the apprentice to spend most of their time during their apprenticeship (50% or more). Employers must confirm the workplace location as part of their written agreement with the training provider, in the evidence pack for each apprentice. Any exceptions to this can be found within the apprenticeship funding rules.

Apprentices are required to have the right to live and work in the UK for the duration of their apprenticeship

FUNDING APPRENTICES WITH PRIOR QUALIFICATIONS

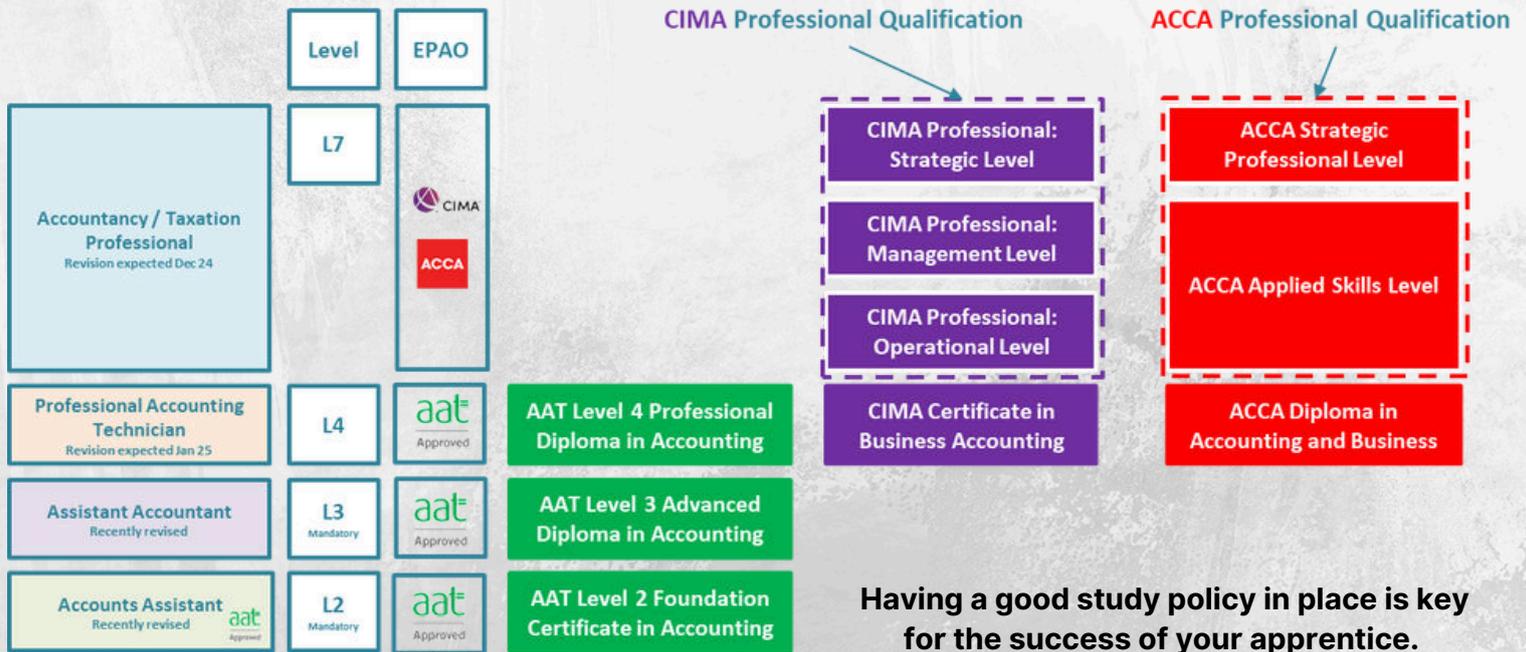
Employers can use funds in their apprenticeship service account, or access government co-investment support, to train any eligible individual to undertake an apprenticeship. The apprenticeship can be at a higher, equal or lower level than a qualification they already hold, including a previous apprenticeship if it allows the individual to acquire substantive new skills and the content of the training is materially different from any prior training or previous apprenticeship

HTFT will need to consider all relevant prior learning and experience when assessing learner eligibility. The programme content, duration and price of the apprenticeship will be adjusted appropriately for each staff member you wish to participate in an apprenticeship programme.



Qualifications and Standards...

This graphic shows how the qualifications link to the different apprenticeship standards



Having a good study policy in place is key for the success of your apprentice.

At HTFT, we work with you in offering a daytime FLEX option - half a day to complete pre-recordings of topics and another half day to attend live masterclasses.

End-point assessment (EPA)

End-point assessment (EPA) is the final stage of an apprenticeship. It is an impartial assessment of whether your apprentice has developed the skills, knowledge and behaviours outlined in the apprenticeship standard.

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

Each apprenticeship includes an end-point assessment plan which describes how the apprentice should be tested against the appropriate criteria, using suitable methods. For example, your apprentice may need to complete:

- a practical assessment
- an interview
- a project
- written and/or multiple choice tests
- a presentation

HTFT will work with you at the start of the apprenticeship to understand how your apprentice will be assessed.

Exemptions...

You may be entitled to exemptions from certain modules of your chosen awarding body, depending on any prior qualifications achieved, and these were achieved no longer than 6 years ago.

Each awarding body provide an exemptions calculator which can be used to assess this.

Click on relevant links below to find out more....



[Check whether you're exempt from sitting AAT assessments | AAT](#)

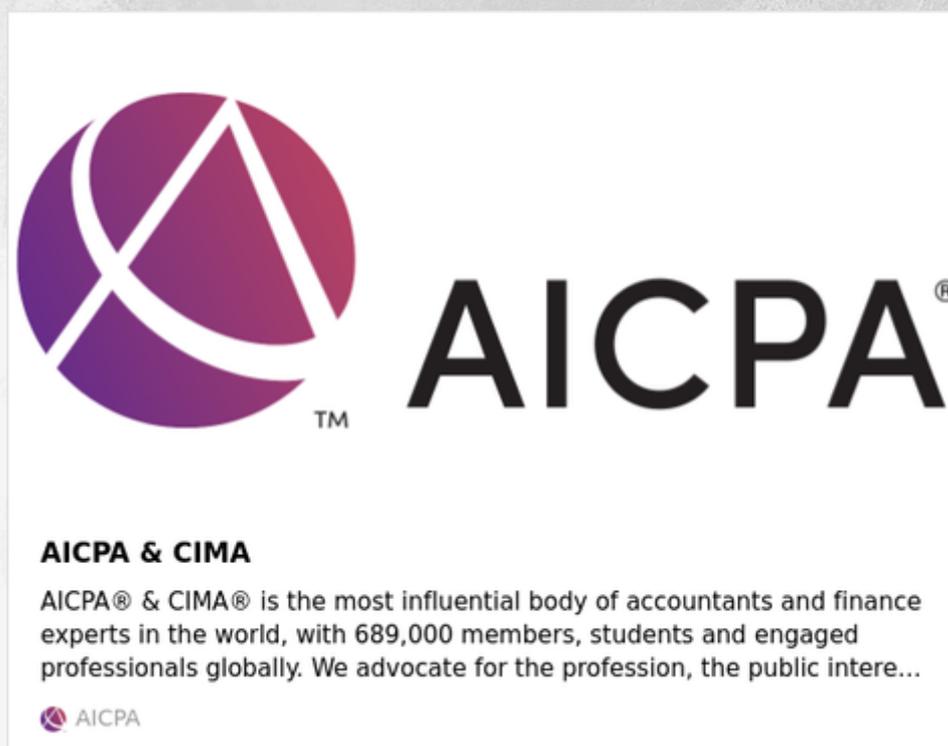


ACCA

ACCA Exemptions Calculator

Use this tool to see if you may be eligible for any exemptions from our exams. To get started, search for your institution.

 accaglobal.com



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If you require some support in interpreting the results of your exemption search, please do get in touch with us. We also provide further guidance on this in the level/qual specific brochures.



BENEFITS OF HIRING AN APPRENTICE

Hiring an apprentice is a productive and effective way for any business to grow talent and develop a motivated, skilled and qualified workforce.

Employers who have an established apprenticeship programme reported that productivity in their workplace had improved by 76% whilst 75% reported that apprenticeships improved the quality of their product or service.

APPRENTICESHIP LEVY

If you're an employer with a pay bill over £3 million a year, you must pay the apprenticeship levy. The amount paid is 0.5% of your employer annual pay bill and must be reported through your Employee Payment Summary.

Your annual pay bill is all payments to employees that are subject to Class 1 secondary NIC such as wages, bonuses, commissions and pension contributions

Employers who need to pay the Apprenticeship Levy are eligible for an allowance of £15,000 per tax year. This can be used to reduce the amount of levy owed. The allowance cannot be carried forward to the next tax year.

The funds you receive into your digital account for spending on apprenticeships will equal your 'levy payment' plus a 10% top-up applied by the government.

Work out what you owe..!

For the first month of the tax year:

- Divide your apprenticeship allowance by 12
- Subtract this figure from 0.5% of your monthly pay bill

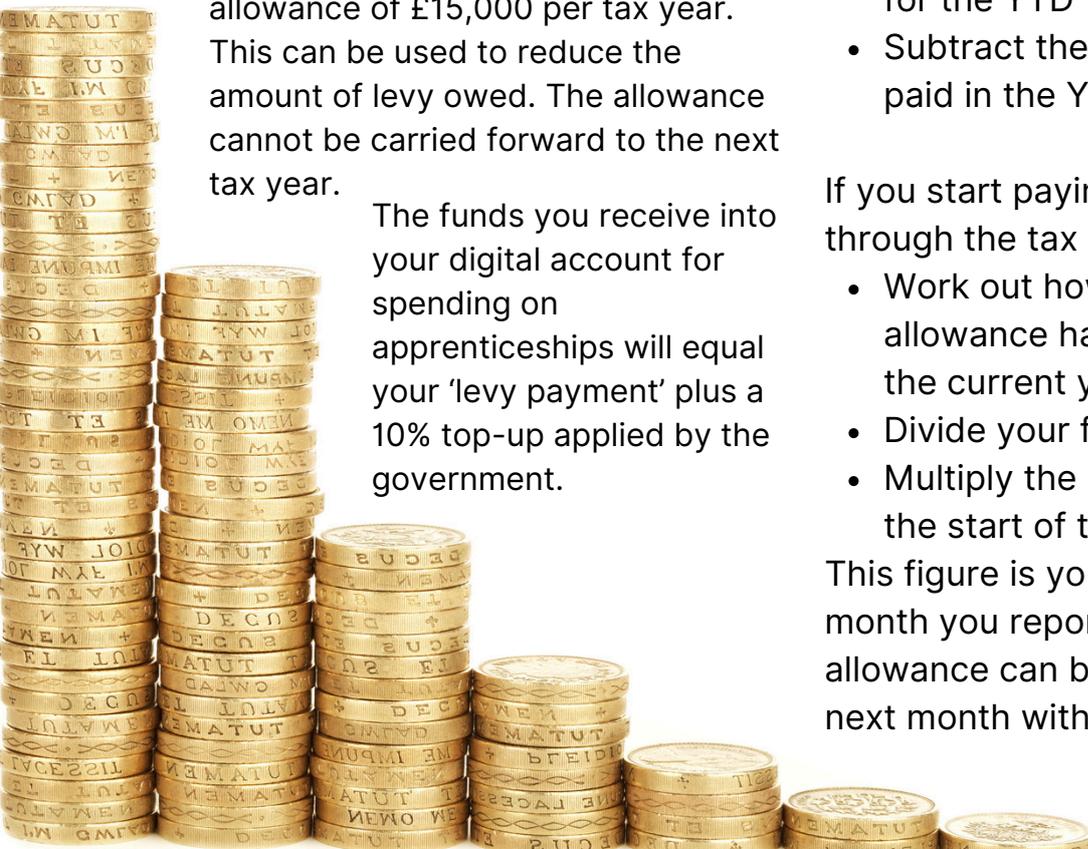
For each of the following months:

- Work out your total pay bill for the YTD
- Add up your monthly levy allowance for the YTD
- Subtract your levy allowance for the YTD from 0.5% of your total pay bill for the YTD
- Subtract the amount of the levy you've paid in the YTD.

If you start paying the levy part way through the tax year, you need to:

- Work out how much of your annual allowance has been accumulated in the current year
- Divide your full allowance by 12
- Multiply the number of months since the start of the tax year.

This figure is your allowance for the first month you report the levy. Any unused allowance can be carried forward into the next month within the same tax year.



Report what you owe..!

You must report to HMRC how much Apprenticeship Levy you owe each month. You must report this at the start of the tax year if:

- your annual pay bill (including any connected companies or charities) in the previous tax year was more than £3 million
- you think your annual pay bill (including any connected companies or charities) for the tax year will be more than £3 million
- if your annual pay bill (including any connected companies or charities) unexpectedly increases to more than £3 million — start reporting when this happens

If you've started paying Apprenticeship Levy, you must continue reporting it until the end of the tax year even if your annual pay bill turns out to be less than £3 million.

Report your Apprenticeship Levy each month using your Employer Payment Summary and include the amount of the:

- annual Apprenticeship Levy allowance you've divided to that PAYE scheme
- Apprenticeship Levy you owe to date in the current tax year

You do not need to report Apprenticeship Levy on your Employment Payment Summary if you have not had to pay it in the current tax year.

Report any changes to your pay bill

Report any changes to the Apprenticeship Levy as a result of changes to your pay bill on your next Employment Payment Summary. If you find errors in your total annual pay bill at the end of the tax year, [you must submit an extra Employment Payment Summary](#) with the correct Apprenticeship Levy for the full tax year and pay what you owe.

How to pay

You pay Apprenticeship Levy every month as part of [your PAYE bill](#). If you've overpaid Apprenticeship Levy during the year, you'll receive a refund as a PAYE credit.

Apprenticeship Levy payments are a deductible expense for Corporation Tax.

When you first set up an account on the apprenticeship service (DAS), funds will enter your account immediately. This is based on the employer's valid levy declarations to HMRC to date, up to a maximum of 2 years in arrears. After this, funds will enter your account monthly.





AVAILABILITY OF FUNDS IN ACCOUNTS

You can spend your funds on your own apprenticeship training and assessment costs, or transfer them to another employer

After 24 months, funds become unavailable to use and are removed from accounts. This is so levy-paying employers cannot accrue large balances, with the potential to create financial commitments that the government has not planned to meet.

The oldest funds remaining in an account will be removed each month on a 'first-in, first-out basis'.

This will minimise the potential for funds to be removed. For example, if in the latest month, the employer spends the same or more than the funds that entered the account 24 months earlier, no funds will be removed.

We do not anticipate that all employers who pay the levy will need or want to use all of the funds in their accounts, but they are able to. Any unused funds, including those that are removed from accounts, support new starts with non-levy paying employers, new starts with levy paying employers who spend more than the funds available in their accounts or existing apprenticeship learners

TRANSFERS

Employers can transfer unused funds in their account to any number of other employers, for any number of apprenticeships. They can transfer up to the annual maximum transfer allowance of 50%. For example, employers could transfer funds to other employers in their supply chains or work with regional, local or sector partners.

Employers can transfer unspent levy funds to other employers via the online pledge function within their apprenticeship service account. Employers can specify the amount of their funds available for transfer. They can also define the criteria of the apprenticeship they wish to support.

This pledge is then advertised on [search funding opportunities](#). This enables other employers, training providers and intermediary bodies to see what opportunities are available. Potential receiving employers will be able to apply for these pledges via their apprenticeship service account.

By agreeing to fund an apprenticeship with a transfer, the sending employer is committing to fund the apprenticeship over its entire duration until completion. They will need to ensure that they will have enough transfer allowance to cover these costs over the relevant number of years.

Employers who do not pay the levy

Employers can benefit from significant government funding to support their commitment to apprenticeships if they:

- do not pay the levy
- want to invest more in apprenticeship training and assessment than they have available in their apprenticeship service accounts

These employers must make a financial contribution, called a 'co-investment', alongside this government funding. This cash contribution towards the cost of training, by the employer, is essential to increase quality and employer engagement. Employers make their co-investment payments directly to the training provider.

The current rate of co-investment is 5% of the total price of the apprentice's training and assessment costs (up to the funding band maximum). The government covers the remaining 95% of the cost.

RESERVATION OF FUNDS

Employers who do not pay the apprenticeship levy can access funding by creating accounts on the apprenticeship service and reserving funding to cover the costs of apprenticeship training and assessment

Employers can also give HTFT permission to reserve funds on their behalf. Reservations provide certainty that the government will pay for the apprenticeship. They also help manage the availability and affordability of apprenticeship funding for non-levy paying employers.

Employers can reserve funds up to 3 months before an apprenticeship is planned to start. Where this is not possible, they can reserve funds within one calendar month of the apprenticeship starting.

Each reservation will expire 2 months after the reservation month (a total of 3 months) if the apprenticeship details are not completed and fully approved on the service

Where the apprenticeship is being funded via a transfer of funds, this does not require a reservation to be made.

PAYMENTS TO PROVIDERS

The government pays HTFT when they have evidenced delivery of training and assessment activities through their monthly individualised learner record. At the start of the apprenticeship, the provider will indicate how long they expect the apprenticeship training to last before successful completion.

They then make monthly payments totalling 80% of the negotiated price (up to the funding band maximum). This is spread evenly across the practical period of the apprenticeship. The remaining 20% is paid at the end of the apprenticeship upon the apprentice's completion of the end-point assessment.

Additional payments for employers

Employers will get an extra £1,000 when they take on an apprentice:

- aged 16 to 18
- aged 19 to 24 who has either:
 - previously been in care
 - an education, health and care plan

We will pay this to employers in 2 equal instalments, at 90 days and 365 days. We make the payments to employers via their training provider, who will pass the money on.

WHAT'S NOT INCLUDED IN THE LEVY

Mandatory vs Non mandatory

Currently, the Level 2 and 3 accountancy standards only have a mandatory qualification attached. HTFT offer these with AAT as the chosen awarding body.

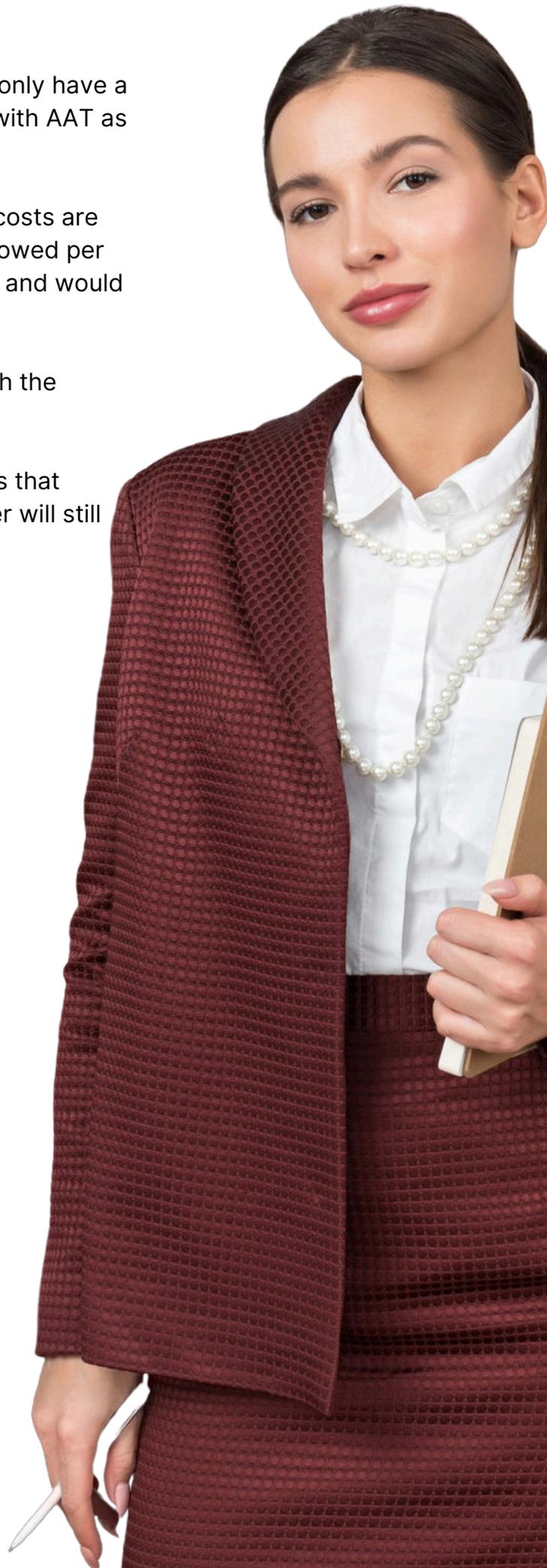
Where the qualification is mandatory, this means all costs are included in the apprenticeship levy, with one resit allowed per programme. Any further resits would not be covered and would need to be paid for by the employer.

Level 4 and 7 have non mandatory qualifications, with the awarding body options being AAT, CIMA or ACCA.

Where the qualification is non-mandatory, this means that whilst the levy will include course costs, the employer will still need to pay for:

- Registration costs
- Exam fees
- Resit fees

See the relevant brochure for the specific costs.





YOUR FIRST APPRENTICE

So you want to start with your first apprentice - what do you need to know?

- Apprentices can be new or current employees.
- You must pay the apprentice at least the minimum wage.
- They must spend at least 50% of their working hours physically in England.
- They need to have achieved a level 2 in both English and Maths (4+ or A-C)
- Apprenticeships must last at least a year. They can last up to 3 years depending on the level the apprentice is studying with HTFT

Employer responsibilities -

Your new apprentice needs to be able to:-

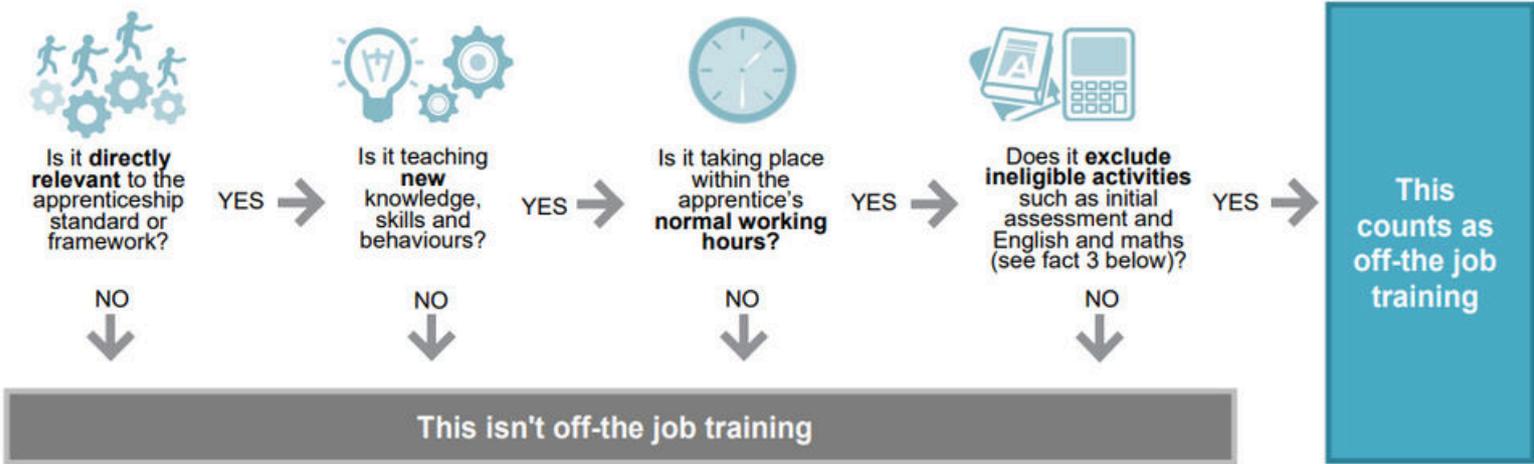
- work with experienced staff
- learn job-specific skills
- have a good study policy in place allowing time off during the week for apprenticeship training

Line manager responsibilities - what do you need to know?

- Work with HTFT to identify and agree the most suitable apprenticeship standard.
- Provide assistance to HTFT during the eligibility checks of the apprentice
- Confirm that HTFT has had access to the appropriate documentation, allowing for checks
- Negotiate a price with HTFT, taking into account the apprentice's prior learning, and understand any obligations in relation to co-investment.
- Agree with HTFT an end-point assessment organisation (at least 6 months prior to the end of the programme).
- Contribute to and agree to the plan of training, as developed by yourself and HTFT:
 - Deliver off-the-job training (where agreed and detailed in the plan of training).
 - Allow the apprentice to complete their off-the-job training during normal working hours
 - Give the apprentice appropriate support and supervision and the opportunity to consolidate new learning in the workplace.
 - Assist HTFT in collecting evidence of off-the-job training evidence
- Contribute to quarterly progress reviews with the apprentice HTFT
- Agree, with the apprentice and HTFT, when learning is complete and the apprentice is ready to undertake the end-point assessment.
- Seek to resolve any complaints brought by the apprentice/HTFT.



Off-the-job training: steps to help you determine whether an activity counts as off-the-job training



Key facts:

- 1 Off-the-job training must make up at least 20% of the apprentice's normal working hours (normal working hours are capped at 30 hours a week for funding purposes only). For a full-time apprentice, this is an average of 6 hours per week over the planned duration of the apprenticeship.
- 2 Off-the-job training must be away from the productive job role, but this doesn't mean it must be away from the workplace. Training can take place at the employer's premises, off-site (e.g. in a provider classroom) or at home (e.g. distance learning).
- 3 Time spent on initial assessment and onboarding, English and maths, training not required by the apprenticeship standard, progress reviews, examinations and other testing, and training which takes place outside the apprentice's normal working hours does not count towards off-the-job training.

Off the job training is a statutory requirement for an apprenticeship. To be eligible for government funding the apprentice must spend at least 20% of their normal working hours on off-the-job training. This means that the minimum requirement, for apprentices working 30 hours or more per week is an average of 6 hours of off-the-job training per week over the planned duration of their apprenticeship programme.

Planning

All off-the-job training activities must be agreed in advance of the apprenticeship delivery to be eligible as off the job training.

Documenting

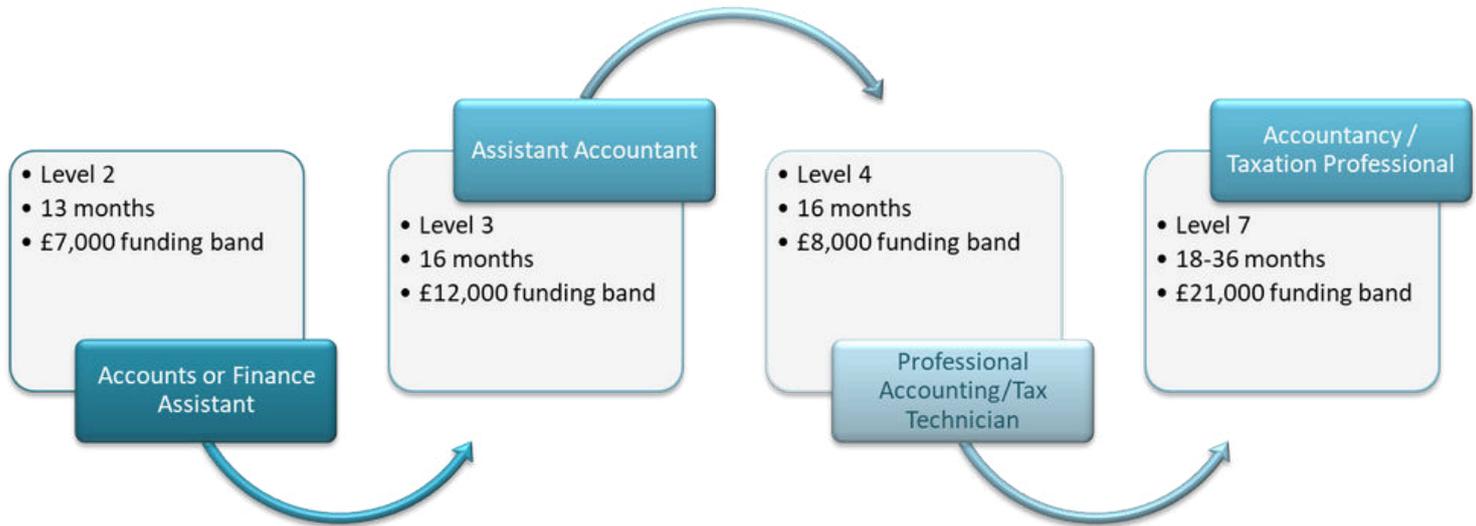
Apprentices are required to maintain a log of all off the job training activities ensuring the training is teaching new knowledge, skills and behaviours, is directly relevant to the apprenticeship and takes place during their normal working hours

Progress Reviews

During the apprenticeship programme, your talent mentor will organise progress reviews, to discuss the progress to date of the apprentice against their training plan, at least every 3 calendar months, as well as set new targets going forwards. Your apprentice will be asked to reflect on their journey to date with any challenges they have faced, or achievements accomplished.



Because each level and standard can be unique, we need to better understand your business and requirements.



LEVY OR NON-LEVY?

APPRENTICESHIP LEVY

If you're an employer with a pay bill over £3 million a year, you must pay the apprenticeship levy. The amount paid is 0.5% of your employer annual pay bill and must be reported through your [Employee Payment Summary](#).

Your annual pay bill is all payments to employees that are subject to Class 1 secondary NIC such as wages, bonuses, commissions and pension contributions

DON'T PAY THE LEVY?

If you don't meet the requirements of paying in to the apprenticeship levy, you can still access government funding, however you would need to make a financial contribution, called a 'co-investment' of 5% towards the total cost of the apprenticeship, up to the max funding band (see above diagram). This cash contribution towards the cost of training, by the employer, is essential to increase quality and employer engagement. Employers make their co-investment payments directly to the training provider.

01 please let us know if you are levy or non-levy and we'll provide the right brochure to support your needs

02 We'll send you a copy of the brochure you need based on whether you are levy or non-levy and appropriate to the standard/s you are looking for

We'll also send you an enquiry form to submit to us, with details of the prospective apprentice you have in mind.

We will need to ensure they are eligible for an apprenticeship so will need a copy of:

- their CV
- their job description
- their contract of employment
- a copy of your training plan/rotations

03 We'll arrange a meeting to discuss the apprentices training plan and HTFT onboarding processes



Contact us: apprenticeships@htftpartnership.co.uk

