

APPRENTICESHIP LEVY

EMPLOYER'S GUIDE

**Department of Higher Education,
Construction Design & Management
(HECDM)**

2018 - 2019

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Introduction

This guide has been created to help you understand the changes that are taking place to apprenticeships and the levy that has been introduced.

Over the next decade, the UK needs millions of new technical and professional skilled workers; the government has identified apprenticeships as key to this and have set a target of 3 million new apprenticeship starts by 2020.

To help the government meet their target an apprenticeship levy was introduced in April 2017 which has changed the way that employers pay for apprenticeships.

About LCB

Leeds College of Building (LCB) is unique. We're the only further education college in the UK dedicated to construction and the built environment, making us nationally recognised for delivering courses and apprenticeships in this field.

We offer apprenticeships across a huge range of disciplines and have built a solid reputation for our first-rate education and training. We continually produce award-winning students and work with both small and large businesses across the UK.

Key Facts:

1,600 - the number of apprentices we currently train

500 - the number of employers we work with to deliver apprenticeships

76% - our achievement rates put us amongst the top providers in the UK

93% - Higher Apprenticeship success rate 2017

Department of Higher Education, Construction Design & Management (HECDM)

The Department of Higher Education, Construction Design & Management (HECDM) specialises in technician apprenticeships in a variety of disciplines including building services engineering, civil engineering, construction management and facilities management. By working with our university partners, we are able to offer progression from level 2 through to level 6.

We are highly flexible and can adapt courses to suit the needs of an employer's business, from bespoke courses, specialist units and day or block release programs.

Thank you for taking the time to read this guide. We appreciate that the changes taking place may seem a little daunting and unclear, so if you would like to know more or have any questions the team at LCB are here to help.

Regards

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The Apprenticeship Levy

The apprenticeship levy was introduced April 2017 and it requires all employers operating in the UK, with a wage bill over £3 million each year, to invest in apprenticeships.

Employers are now classified as a non-levy or levy payer.

Non-Levy Payer

If you have a wage bill under £3million per year you will be classified as a non-levy payer and will be required to pay only 10% towards the cost of training, the remaining 90% will be paid for by the government.

If you employ a 16-18 year old and have less than 50 employees your contribution will be £0 – so the training will still be free.

Levy-Payer

If you have a wage bill over £3million you will be classed as a levy-payer and will contribute 0.5% of your wage bill, less an allowance of £15,000.



How does the levy impact your business?

If you are a non-levy payer the impact on your business will be minimal, if you are a levy-payer you will need to look at how you can best use the levy to develop the skills base of your business and keep up with evolving economic demands.

The key changes for non-levy and levy-payers are detailed below.

Non-Levy Payer

If you do not pay the levy the impact on your business will be minimal, in fact for most non-levy paying employers it could now cost you less to train an apprentice.

Since the new funding system began in May 2017 you are able to choose the training you would like apprentices to receive and select an approved training provider to deliver the training. Leeds College of Building are an approved training provider for all apprenticeships listed in this guide.

The training provider you use will ask you for a 10% contribution to the cost of training and the government will pay the remaining 90%. Each framework and standard is allocated to a funding band, the upper limit of each funding band is the maximum price that the government will pay. You will have to meet in full any cost which is above the funding band.

All of the College's apprenticeships are currently within the upper limit and will be co-funded.

The government apprenticeship website provides a step by step guide on choosing a framework or standard and selecting a training provider and assessor.

Useful link: [How to take on an apprentice](#)

Levy-Payer

If you are a levy-payer you will now contribute 0.5% of your wage bill to fund apprenticeships.

The wage bill includes all earnings that are subject to class 1 National Insurance contributions, such as wages, bonuses, commission and pension contributions.

There is a levy allowance of £15,000 per year. This means the total you will pay will be 0.5% of your wage bill less £15,000.

If you do not have enough funds in your levy pot to contribute towards the cost of training, the balance will be co-funded by the government, so you will contribute 10% of the balance.

The key point for employers is if you don't spend your levy contributions within 24 months they will expire and you won't be able to use them.

Levy-payers will use the new Apprenticeship Service to access any funds paid into their accounts and manage their apprenticeships.



You and your main provider must agree a total price for each apprenticeship, which includes the costs of training and assessment.

The Apprenticeship Service

All levy-paying employers are now able to use the new Apprenticeship Service.

You will only be able to spend funds in your digital account on training from a government approved training provider. Funds can't be used on other costs associated with your apprentices, for example, traineeships or work placements.

You will see funds entering your account each month as you pay the levy, and funds leaving the account each month as you pay for training.

Through the online apprenticeship service you will be able to:

- select an apprenticeship framework or standard
- choose the training provider or providers you want to deliver the training
- choose the organisation that will assess your apprentices
- post apprenticeship vacancies
- set the price you've agreed with your training provider
- pay for apprenticeship training and assessment
- check the balance in your account

The government is expected to roll out the service to non-levy payers in 2018.

Useful link: [Apprenticeship Service](#)

Choosing Apprenticeship Training

There are 2 different types of apprenticeship training you can choose from, the existing frameworks and the new standards.

Apprenticeship Standards

Each standard covers a specific job role and sets out the core skills, knowledge and behaviours an apprentice will need to be fully competent in their job role and meet the needs of employers. Standards are developed by employer groups known as trailblazers.

Each apprenticeship standard requires an end-point assessment to decide whether the apprentice has met the standard. For all apprenticeships delivered by Leeds College of Building we will source the end-point assessment provider.

Apprenticeship Frameworks

Frameworks are a series of work-related vocational and professional qualifications, with workplace and classroom based training. Frameworks will be phased out between now and 2020, as there is a move over to the employer-led apprenticeship standards.

Useful links: [Apprenticeship Standards](#)
[Apprenticeship Frameworks](#)

Apprenticeship Qualification Route Map

The table below shows the various levels from levels 3 to 6 and the apprenticeship progression route options. The candidates starting point will depend on their relevant current qualifications and experience.

Further Education	Higher Education		
Advanced Apprenticeships - Level 3	Level 4 – HNC - 1 year	Level 5 – HND - 1.5 years	Level 6 – Degree - 2 years
Level 3 Advanced Apprenticeships Frameworks & Standards Various Pathways 2 – 3 years Progression to Higher Education	Level 5 Higher Apprenticeship – 3 years, includes HND & NVQ 5 Framework available until 2020 Construction / Civil Engineering / Building Services		Level 6 - Top-up Degree Apprenticeship
	Level 4 Higher Apprenticeship Various pathways Standards in development 1.5 - 2 years	Level 5 & 6 Top-up Degree Apprenticeship Various pathways	
	Level 4, 5 & 6 Degree Apprenticeship Various pathways 5 years - no step off point		

Note: the middle Level 4 Higher Apprenticeship Standard is in development & currently not available.

Leeds College of Building – Apprenticeship Options

You will find below a menu of apprenticeships currently offered at Leeds College of Building. This includes both frameworks & standards. Follow the hyperlinks to find out more about each option. Please contact us if you need help and advice on choosing the right apprenticeship. This link allows you to search standards available & in development: [Apprenticeship standards](#)

HECDM - Framework and Standards Available - September 2018

(S to D: Subject to Demand)

LCB Delivery	Career Pathway	Level	Existing Framework Available	Funding Band	Approved / Expiry	Duration (years)
Yes	Construction	3	Pathway 1 - Built Environment & Design	£6,000	2020	2
Yes	Construction	3	Pathway 2: Construction Contracting Operations	£9,000	2020	2
Yes	Construction	5	Higher Level Apprenticeship	£12,000	2020	3
Yes	Civil Engineering	3	Pathway 4: Civil Engineering for Technician	£9,000	2020	2
Yes	Civil Engineering	3	Pathway 2: Construction Contracting Operations - CCC	£9,000	2020	2
Yes	Civil Engineering	5	Higher Level Apprenticeship	£12,000	2020	3
Yes	Building Services	3	Building Services Engineering for Technicians (QCF)	£12,000	2020	2
Yes	Building Services	3	Building Services Eng Tech and Project Man (EAL)	£12,000	2020	2
Yes	Building Services	5	Higher Level Apprenticeship	£12,000	2020	3
Yes	Facilities Management	2	Pathway 1: Facilities Services	£1,500	2020	1
Yes	Facilities Management	4	Higher Apprentice in Facilities Man Level 4 (Generic)	£1,500	2020	2
Yes	Facilities Management	4	Higher Apprentice in Facilities Man Level 4 (BSE)	£6,000	2020	2
Yes	Facilities Management	5	Higher Apprentice in Facilities Man Level 5 (Generic)	£6,000	2020	2
Yes	Facilities Management	5	Higher Apprentice in Facilities Man Level 5 (BSE)	£6,000	2020	3

LCB Delivery	Career Pathway	Level	New Standards Available	Funding Band	Approved / Expiry	Duration (years)
Yes	Transport Planning	3	Transport Planning Technician	£12000 (10)	Yes	3
Yes	Digital Engineering	3	Digital Engineering Technician	£21000 (13)	Yes	3
Yes	Geospatial	3	Geospatial Survey Technician	£9000 (9)	Yes	3
Yes	Facilities Management	3	Facilities Management Supervisor	£4000 (6)	Yes	1.5
Yes	Civil Engineering	6	Civil Engineering Degree	£27000 (15)	Yes	5
S to D	Housing	2	Housing / Property Man Assistant	£3000 (9)	Yes	1
S to D	Housing	3	Property Management	£9000 (9)	Yes	1.5
S to D	Housing	4	Senior Housing / Property Manager	£9000 (9)	Yes	1.5
S to D	Construction Surveying	3	Surveying Technician	£9000 (9)	Yes	2
S to D	Civil Engineering	3	Civil Engineering Technician	£12000 (10)	Yes	3
S to D	Building Services	3	Building Services Design Technician	£12000 (10)	Yes	3
S to D	Building Services	6	Building Services Design Engineer (Degree)	£27000 (15)	Yes	5 - 5.5
S to D	Chartered Surveyor	6	Chartered Surveyor (Degree)	£27000 (15)	Yes	5 - 5.5

LCB Delivery	Career Pathway	Level	New Standards in Development	Funding band	Approved / Expiry	Duration (years)
	Highways	3	<u>Highways Maintenance Supervisor</u>	TBC	No	TBC
	Building Services	4	<u>Building Services Engineering Technician</u>	TBC	No	TBC
	Construction	4	<u>Construction Design & Build Technician</u>	TBC	No	TBC
	Construction	4	<u>Construction Site Engineering Technician</u>	TBC	No	TBC
	Construction	4	<u>Construction Site Supervisor</u>	TBC	No	TBC
	Construction	4	<u>Construction Surveying Technician</u>	TBC	No	TBC
	Facilities Manager	4	<u>Facilities Manager</u>	TBC	No	TBC
	Geospatial	6	<u>Geospatial Mapping & Science</u>	TBC	No	TBC
	Facilities Management	6	<u>Facilities Management Degree</u>	TBC	No	TBC
	Construction	6	<u>Construction Site Management</u>	TBC	No	TBC
	Construction	6	<u>Construction Quantity Surveyor Degree</u>	TBC	No	TBC
	Building Services	6	<u>Building Services Engineering Site Management Degree</u>	TBC	No	TBC
	Civil Engineering	6	<u>Civil Engineering Site Management Degree</u>	TBC	No	TBC
	Construction	6	<u>Construction Design Management Degree</u>	TBC	No	TBC

Outstanding Apprentices & Students

Many of our students and apprentices are recognised for their outstanding work and achievements, receiving national scholarships and regional and national awards.



QUEST Technician Scholarship 2015/16	QUEST Technician Scholarship 2016/17	QUEST Technician Scholarship 2017/18
<p>Simon Ashburn Hana Suliman Stuart Seaton Samuel Hirst Emma Worthington</p>	<p>Mitch Naylor Esther Sullivan Stuart Hirst Owen Silver Tom Rogers</p>	<p>Jessica Clark Charlie Wortley Josh Ellis Sam Fox Becky Munro Sam O'Sullivan</p>

Technician Professional Reviews Successful Candidates EngTech MICE 2015/16		Technician Professional Reviews Successful Candidates EngTech MICE 2016/17	
<p>Nathan Connor (IET) Matthew Brown Bethany Holroyd Sam O'Sullivan Chris Blackburn James Hendry Adam Cusack Jason Angus Liam Archer Sylvester Atiba-Davies Joe Bogg</p>	<p>Tom Brook Chris Dixon Matt Fellows Matt Foster Scott Goodall Hedi Housien Rob Jowitt Chris Lofthouse George Maclean Luke Selwood Elliot Wild</p>	<p>Andrew Pullan Will Coates Andrew Lilley Sam Dunderdale Matt Donnachie Elle Murray Megan Jones Georgina Arundell</p>	<p>Becky Munro David Bodin Galvez Tom Coleman Elsie Brewster Andrew Constantine Adam Noble Owen Silver Brandon Waddington Tom Atkins</p>

Awards Achieved 2015/16	Awards Achieved 2016/17	Awards Achieved 2017/18
<p>Sam O'Sullivan <i>G4C Awards</i> Apprentice of the Year - Winner</p> <p>Sam Dunderdale <i>G4C Awards</i> Apprentice of the Year - Highly commended</p> <p>HECDM Apprenticeship Team <i>Committed to Construction in HWY (CCIHWWY)</i> Team of the Year - Winner</p> <p>Sam Dunderdale <i>CCIHWWY Awards</i> Trainee of the Year - Highly Commended</p> <p>Hedi Houssien <i>CCIHWWY Awards</i> Trainee of the Year-Highly commended</p> <p>Sam O'Sullivan <i>ACE National Awards</i> Apprentice of the Year – Finalist</p> <p>Matt Fellows <i>ACE National Awards</i> Apprentice of the Year – Finalist</p> <p>Sam O'Sullivan <i>National BTEC Awards</i> Winner Outstanding Apprentice of the Year</p> <p>Liam Archer <i>National BTEC Awards</i> Winner Outstanding Higher National Student of the Year</p>	<p>Nathan Richmond <i>CIHT Awards Y&H</i> Apprentice of the Year - Winner</p> <p>Sam Beardon <i>CIHT Awards Y&H</i> Apprentice of the Year - Highly Commended</p> <p>Chris Blackburn <i>CIHT Awards Y&H</i> Apprentice of the Year - Highly Commended</p> <p>Will Coates <i>CIHT Awards Y&H</i> Apprentice of the Year - Finalist</p> <p>Jamie Crampton <i>CIHT Awards Y&H</i> Apprentice of the Year - Finalist</p> <p>Luke Selwood <i>Nominated/Shortlisted for (ICE) Jean Venables Award</i></p> <p>George Maclean <i>Nominated/Shortlisted for (ICE) Jean Venables Award</i></p> <p>Stuart Hirst <i>G4C Awards</i> Apprentice of the Year - Winner</p> <p>Mitch Naylor <i>G4C Awards</i> Apprentice of the Year – Highly Commended</p> <p>Chris Dixon <i>G4C Awards</i> New Professional of the Year - Winner</p>	<p>Thomas Coleman Colas CIHT Presentation Award Yorkshire & Humber Regional Winner</p> <p>Georgia Woloszczak <i>CIHT Awards – Y&H</i> Apprentice of the Year-Winner</p> <p>Thomas Coleman <i>CIHT Awards – Y&H</i> Young Professional of the Year - Winner</p> <p>Joel Moore <i>CIHT Awards – Y&H</i> Apprentice of the Year-Highly Commended</p> <p>Stuart Hirst Henri Grimbley <i>CIHT Awards – Y&H</i> Apprentice of the Year-Commended</p> <p>Scott Goodall <i>CIHT Awards – Y&H</i> Young Professional of the Year – Finalist</p> <p>Rebecca Munro Rail Staff Awards Apprentice of the Year – Winner</p> <p>Stuart Hirst Rail Staff Awards Apprentice of the Year – Finalist</p>

<p>Adam James <i>B&ES</i> Building Services Incorporated Engineer</p> <p>John-Thomas Legge <i>CIBSE</i> <i>14/15</i> Exceptional Academic Achievement</p>	<p>Elsie Brewster <i>G4C Awards</i> HE Student of the Year – Winner</p> <p>Elsie Brewster <i>G4C Awards</i> G4C Award (Best of the Best) - Winner</p> <p>Stuart Hirst <i>G4C Awards</i> G4C Award (Best of the Best), Highly Commended</p> <p>Rebecca Munro <i>Women in</i> <i>Construction Awards</i> Best Apprentice under 25 – Winner</p> <p>Luke Selwood CECA Most Promising Apprentice Award Winner</p> <p>Stuart Hirst ACE Consultancy and Engineering Awards Apprentice of the Year – Finalist</p> <p>Becky Munro - Winner BTEC Outstanding Apprentice of the Year (16-18yrs)</p> <p>Mitch Naylor- Highly Commended BTEC Outstanding Apprentice of the Year (19yrs +)</p> <p>Elsie Brewster - Highly Commended BTEC Outstanding Higher National Student of the Year</p> <p>Luke Stonehouse <i>BESA:</i> Building Services Incorporated Engineer Apprentice of the Year & Apprentice of the Year</p> <p>Reanna Evans <i>BESA:</i> Chairman's Award</p> <p>Kane Alexander <i>BESA</i> Incorporated Engineer</p> <p>Joe James <i>BESA</i> Incorporated Engineer Merit Award</p> <p>Calvin Sargeant <i>CIBSE Yorkshire</i> Student Award</p> <p>Richard Leese <i>CIBSE Yorkshire</i> Student Award</p>	<p>Thomas Coleman Colas CIHT Presentation Award National Heats - Finalist</p> <p>Becky Munro & Owen Silver Finalist for (ICE) Jean Venables Award</p> <p>Daniel Johnson – Winner Joel Shevlin – Runner Up ITS-UK Student & Apprentice Essay Award Competition 2017</p> <p>Emily Marner CIBSE Young Engineer of the Year 2018 Winner</p> <p>Charlene Wortley G4C Awards (Yorkshire) 2018 HE Student of the Year - Winner</p> <p>Joel Moore G4C Awards (Yorkshire) 2018 HE Student of the Year - Highly Commended</p> <p>Georgia Woloszczak G4C Awards (Yorkshire) 2018 Technical Apprentice of the Year Highly Commended</p>
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Employer and Student Feedback

We work with over 500 employers to deliver apprenticeship training, some of the feedback we receive is provided below:

Frank Clayton Head of Group Learning and Development at NG Bailey:

“After considering a number of options we chose Leeds College of Building because of their open-minded view to what we wanted to achieve and their strong focus on partnership – having a great relationship with our provider and a sense of shared goals is really important to us. They also had the experience and resources to effectively head up a ‘hub & spoke’ model of nine colleges across the UK that could all contribute to our Apprenticeship programme, which is no mean feat.”

Neil Willis Learning and Development Business Partner at Sweco:

“We chose Leeds College of Building as our training provider in 2011 after looking at a number of options. Since then we have sent eight Apprentices to the College, four of whom are halfway through their qualifications now. We have been very impressed by the quality of the training on offer and have lots of confidence in the knowledge base and capabilities of the lecturers and support staff.”

Gerry O'Rourke, BAM Nuttall's Senior Early Careers Advisor:

“BAM Nuttall apprentices benefit from highly structured on-site experience on some of the UK's most advanced and innovative construction projects. It's vitally important that this is complemented with a high level of training, and this is where Leeds College of Building really adds value. The College has an unrivalled reputation in the construction sector and we've worked closely with them to select the most relevant courses and units. Even though our relationship is only in its second year, we're already feeling the benefits of it, due to the high standard of training our apprentices are receiving.”

Professional Bodies & Engineering Council

The new standards have been designed to meet the membership requirements at appropriate levels of various professional bodies including:

- CIBSE www.cibse.org/
- ICE www.ice.org.uk/
- IET www.theiet.org/
- RICS www.rics.org/uk/
- RIBA www.architecture.com/Explore/Home.aspx
- ABBE www.abbega.co.uk/
- CIOB www.ciob.org/about
- CABE www.cbuide.com/the-cabe/

Engineering Council Registration

The Engineering Council is the UK regulatory body for the engineering profession. They hold the national registers of 235,000 Chartered Engineers (CEng), Incorporated Engineers (IEng), Engineering Technicians (EngTech) and Information and Communications Technology Technicians (ICT *Tech*). We will encourage eligible students to register. www.engc.org.uk

What you can expect from us:

We have a professional, experienced and enthusiastic teaching team who are committed to providing an excellent educational experience to ensure students reach their full potential.

Students will have regular reviews to provide support and monitoring throughout all their academic years with us.

You will receive regular feedback to keep you informed of your student's progress, attendance and attitude.

We encourage employer involvement from the start so that academic studies at college can be enhanced by the appropriate on the job experience where possible. You are welcome to attend to observe students at work and participate in assessing student projects and presentations.

Our in-house apprenticeship team are available to support you and your apprentice through their training. We also offer a recruitment service to help you find the right candidate for your business.

Contact our team for help & advice?

If you would like to know more or have any questions the HECDM and apprenticeship teams will be happy to help.

Faculty Director:

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