

APPRENTICESHIP SERVICE NOW AVAILABLE TO SMEs

If you are an **SME** you now have more control over apprenticeship training! As of January 2020 you can now access all the benefits available through the government's apprenticeship service.

What does this mean for my business?

You won't need to do anything until you are considering taking on an apprentice, if you are planning on recruiting an apprentice for a course starting in September 2020 then you will need to register with the Apprenticeship Service -

accounts.manage-apprenticeships.service.gov.uk

If you don't do this, you will not be able to take on an apprentice. Don't worry, this is an easy process and the College's Apprenticeship Team can help you register and reserve apprenticeship funding.

Remember – if you are a non-levy payer you still only pay 5% towards the cost of apprenticeship training, up to the maximum funding band.



Leeds
College of
Building_

Will the Apprenticeship Service affect current apprentices?

No – the new process does not have any impact on your current apprentices, or the funding that you have in place.

Will this mean more administration for my business?

The government has created this service so that it's easy to use and minimises the work involved in arranging training for your apprentices. There is also the option to transfer some of the responsibility for data entry and management of the apprenticeship training to the College.

What will I be able to use the Apprenticeship Service for?

- To advertise an apprenticeship – so you can recruit an apprentice
- To choose a training provider for your apprentice
- To provide feedback on the quality of the training
- To agree a payment schedule with the provider and pay them

We are here to help

If you have any questions please get in touch with the Apprenticeship Team, we are happy to chat by phone or face to face, whatever is best for you.

T: 0113 222 6041 E: wbl@lcb.ac.uk

