

APPRENTICESHIPS: A Quick Guide for Employers

Not sure where to start with apprenticeships? You're not alone, and it's simpler than you might think.

This guide walks you through everything you need to know, from understanding how apprenticeships work to taking your first practical steps.

What is an Apprenticeship?

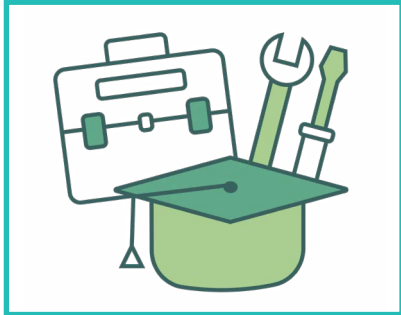
An apprenticeship is a real job with built-in training, and one of the most practical ways to build your future workforce. Your apprentice works in your business, earns a salary, and works towards an industry-recognised qualification at the same time, supported by an approved training provider.

Qualifications range from Level 2 (equivalent to GCSEs) right up to Level 7 (master's degree level), meaning apprenticeships work at every stage, whether you're bringing in new talent or developing existing staff into senior roles.



How Learning is Structured

Every apprenticeship is split between two types of learning:



80% on the job.

Practical, hands-on experience delivered in your workplace from day one, building skills directly relevant to your organisation.

20% off the job.

Formal learning delivered by a training provider. This is flexible and can include workshops, online modules, mentoring, or project work.



What Does it Cost?

Apprenticeships are heavily supported by government funding through the Growth and Skills Levy, meaning the cost to employers is often lower than expected.

Large Employer

You pay:

- Drawn from levy account

Bonus opportunity:

- Can transfer unspent levy to SMEs

Under the Growth and Skills Levy, employers can now use part of their levy funding for shorter, skills-based training units as well as full apprenticeships.

SME

You pay:

- **5%** of training cost for **apprentices aged 25+**

Government covers:

- The full cost of training for apprentices aged under 25, and **95%** of training costs for those aged 25 and over

Bonus opportunity:

- Can receive levy transfers from larger local employers

On average, employers currently spend 42% of their Growth and Skills Levy.

Institute of Student Employers 2025

This means significant funding goes unused and is available locally through transfers!



Your Responsibilities as an Employer

Taking on an apprentice comes with some straightforward commitments:

- Provide meaningful, supervised workplace training
- Pay the apprentice at least the appropriate national wage
- Allow protected time for off-the-job learning
- Support their progress, development, and wellbeing throughout

These don't require significant resource, just a genuine commitment to helping someone grow. In return, businesses gain motivated, skilled talent, alongside increased capacity and productivity from day one.

To find out more about how apprentices can support your business, [click here.](#)



Quick Checklist: Are You Ready to Hire an Apprentice?



Use this checklist to ensure you're ready before your apprentice starts:

Identified a suitable role and confirmed it meets apprenticeship requirements

Chosen the right apprenticeship standard *(we can help!)*

Selected and contracted a training provider *(we can signpost credible local options)*

Advertised the vacancy through the National Apprenticeship Service

Confirmed the apprentice's wage meets national requirements

Agreed protected time for off-the-job learning

Set up a progress review schedule with your training provider

Ready to take the next step?

The Greater Lincolnshire Careers Hub can guide you through every stage - from choosing the right standard to navigating funding and training providers. You don't have to figure it out alone.

Email: GLCareersHub@lincolnshire.gov.uk

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