

# Your guide to Apprenticeship facts



*Dynamic is passionate about nurturing talent through quality education and enablement within a diverse, inclusive yet creative culture, to help realise aspirations and broaden horizons*

## **The benefits of an apprenticeship?**

With an apprenticeship, you have a fantastic opportunity to earn while you learn and gain industry desired skills, knowledge and behaviours in the workplace. You can be employed as a new apprentice by an organisation on a fixed term contract or you can be an existing member of staff who would like to up-skill or retrain.

## **How will I be supported?**

Once you've started your apprenticeship, you will be allocated a Skills & Development Coach by Dynamic Training, who will support you for the duration of your apprenticeship and ensure you are ready for end point assessment. In addition, your organisation will provide you with an in-house mentor who is normally a senior member of staff, but who isn't your direct line manager.

## **How long does an apprenticeship take?**

The duration of an apprenticeship depends on the type of apprenticeship you are on. The minimum time for a Level 2 apprenticeship is 12 months, a Level 3 apprenticeship is typically 18 months, however for higher and degree level apprenticeships, this will increase to up to 5 years (\* subject to the apprenticeship job role).

The minimum duration of an apprenticeship (12 months) is based on an apprentice working 30 hours a week or more, including any off the job training undertaken. However, if your working hours are less than 30 hours a week, your apprenticeship must be extended from the minimum duration (pro rata) to take account of this.

## How much can I earn?

For those of you who are existing staff members for whom your employer is offering the opportunity to undertake an apprenticeship to either upskill or retrain, your existing rate of pay, terms and conditions should not be effected.

For apprentices employed on apprenticeship fixed term contracts, you are entitled, as a minimum, the current National Minimum Wage rate for an apprentice of £4.15 per hour (as of April 2020). This rate applies to apprentice's aged 16 to 18 and those aged 19 or over who are in their first year of their apprenticeship.

If you are over 19 and have completed the first 12 months of training you will be entitled to the current National Minimum Wage rate for your age.

You must be paid for your normal hours of work and any training that is part of your apprenticeship.

Year	23 and over	21 to 24	18 to 20	Under 18	Apprentice
April 2021	£8.91	£8.36	£6.56	£4.62	£4.30

### Example A

An apprentice aged 22 in the first year of their apprenticeship is entitled to a minimum hourly rate of £4.30

Apprentices are entitled to the minimum wage for their age if they:

- are aged 19 or over
- have completed the first year of their apprenticeship

### Example B

An apprentice aged 22 who has completed the first year of their apprenticeship is entitled to a minimum hourly rate of £8.36

Your salary will depend on your employer, location and the apprenticeship job role, there is no single rate of pay for apprentices. The majority of employers pay more than the national minimum wage for apprentices. Your salary will be subject to national insurance contributions and income tax.

## Will I get paid holidays?

You will be entitled to the same holiday as the rest of the employees. Most workers who work a 5-day week must receive at least 28 days' paid annual leave per year. This is the equivalent of 5.6 weeks of holiday, which can include bank holidays.

## What are the apprenticeship levels?

Apprenticeships have equivalent educational levels.

Apprenticeship Name	Level	Equivalent educational level
Intermediate	2	GCSE
Advanced	3	A level
Higher	4,5,6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or master's degree

## Apprenticeship Standards - the process

Option A -  
apprentice

Option B - exist-  
ing staff member

Apprentice employed on  
a fixed term contract of  
employment

Existing member of staff  
requiring upskilling or  
retraining

Registration of apprentice

Initial assessment

On-programme learning and  
training

Gateway  
Employer decides the apprentice is ready  
for end point assessment

Apprentice takes End Point Assessment (EPA)  
The EPA is conducted by an independent assessment  
organisation

EPA Grading

Certification

### **Are apprenticeships widely available?**

Apprenticeships have evolved significantly with the introduction of apprenticeship standards and today you will be able to find hundreds of apprenticeship roles created by industry trailblazers to help future proof their business needs. A wide variety of job roles in many sectors are currently available to you.

### **Am I eligible for an apprenticeship?**

Apprenticeships are open to anyone aged 16 or over, entitled to live in England and who are no longer in full time education. Whether you are looking to enter the world of work or are already in the workplace looking to upskill or retrain, apprenticeships can offer the opportunity you seek. As there is no upper age limit, apprenticeships can be a great way for working professionals to achieve career progression or career changers to learn a new profession.

### **Entry requirements for apprenticeships**

The entry requirements differ for each apprenticeship and are specific to the type of apprenticeship being applied for. The entry requirements will be specified within the details of the apprenticeship and organisations will sometimes have their own entry requirements.

### **I have a degree, can I be an apprentice?**

With the introduction of standards, Higher apprenticeships are now accessible to degree holders as long as the apprenticeship is in a totally unrelated subject to that already studied and achieved.

### **How do I apply for an apprenticeship?**

To find out more about our programmes and arrange the next steps, please contact us. Should you have any questions that haven't been covered in the information here, please don't hesitate to get in touch via [hello@dynamictraining.org.uk](mailto:hello@dynamictraining.org.uk) or ring us on 0208 607 7850 and one of our team will be happy to help you.

