

Apprenticeship FAQs

What is an apprenticeship?

An apprenticeship allows an individual to gain practical experience within an organisation whilst working towards a qualification.

There are three main types of apprenticeships.

- Foundation apprenticeships
- Modern apprenticeships
- Graduate apprenticeships

Apprenticeships usually take around one-five years depending on the kind of apprenticeship.

Why should I recruit an apprentice?

There are many benefits that come with recruiting an apprentice.

- You will attract new talent and encourage them to consider a career within your organisation or sector
- Contribute to the development of young people who are just starting their careers
- Learning is fully funded
- Allow young people to gain industry experience whilst working towards qualifications
- Help meet current and future business needs
- Provide alternative routes into your sector or organisation
- Equip young people with the skills your sector requires
- Graduate apprenticeships improve staff morale and retention and allows you to develop your in-house talent
- Bring new outlook and ideas to the organisation

Modern apprenticeships

A modern apprenticeship is where you employ an individual who will gain a qualification that is recognised by industry employers whilst working for you. Modern apprenticeships can last anything from one and four years and there are over 100 different modern apprenticeships, and you can choose the learning framework most applicable to your organisation and the job role.

How do I fund a modern apprenticeship?

Modern apprenticeships in Scotland are typically funded by the employer and Skills Development Scotland (SDS). Skills Development Scotland contributes financial support to the training and assessing of Modern Apprenticeships. In most cases, they pay the learning

provider that you have chosen to deliver the apprenticeship training and their level of contribution can depend on:

- Age of the apprentice
- Qualification level
- Sector

As the employer you will also be expected to invest in the training and development of the apprentice by providing on the job training, supervision, and mentorship. Depending on the level of funding provided by SDS, you may also be required to contribute financially to the overall cost of the apprenticeship programme. There may be Government funding or initiatives available which can help with the cost. You will also be required to pay the apprentices wages.

Graduate Apprenticeships

Graduate apprentices study towards a degree whilst working within an organisation. Typically, graduate apprenticeships will spend 80% of their time in the workplace and 20% in higher education. Depending on the qualifications they already have, the apprenticeship can last between 18 months to 5 years, and they can gain an undergraduate or master's degree. There are 13 different graduate apprentices to choose from.

How do I fund a graduate apprenticeship?

Graduate apprenticeships are fully funded by the Scottish Funding Council and Student Awards Agency Scotland (SAAS) and so there is no financial contribution required by the employer or apprentice. The funding covers the duration of the programme, and the graduate apprentice would apply directly to SAAS for the funding.

Foundation Apprenticeships

Foundation Apprenticeships offer senior-phase secondary school students a chance to engage in work-based learning. These apprenticeships typically span one or two years, commencing in either S5 or S6. Participants split their time between school and either college or an employer, completing the Foundation Apprenticeship alongside their other academic subjects, such as National 5s and Highers and will typically be in the workplace one day per week.

Completion leads to a qualification at the same level of learning as a Higher SCQF Level 6. Foundation apprenticeships can lead to gaining full time employment or, as foundation apprenticeships are recognised as entry qualifications, a place at college or university.

How do I fund a foundation apprenticeship?

As the apprentice is still at school, there is no cost to you as the employer if you take on foundation apprentices.

What should apprentices get paid?

You are responsible for providing the apprentice's salary, which should meet at least the National Minimum Wage requirements. However, it's advisable to aim for paying at least the Living Wage. Your apprentices should be treated the same as your other employees in similar roles, including being offered the same holidays, sick pay, benefits, and support.

How do I recruit an apprentice?

Decide what kind of apprenticeship you want to hire

Find a learning framework

Gain funding for the learning framework

Advertise the role

There are several steps you should take when recruiting an apprentice:

1. You should identify an area of your business that would benefit from an apprentice and consider the tasks and projects they could take on. From here you can decide the qualifications and qualities you are looking for in the candidate.
2. You should then choose an apprenticeship framework which best fits the role you will be offering.
3. Next, you should find a training provider that offers the apprenticeship programme you have chosen, and they will assist you with the recruitment process and provide support for the apprentice throughout their time as one.
4. You can then start the recruitment process by advertising the vacancy on job boards including on <https://www.apprenticeships.scot/> Once you have received applications, you can shortlist, interview, and finally select the candidate.
5. Once selected, you must work with your training provider to register the apprentice with relevant authorities such Skills Development Scotland or the Scottish Apprenticeship Authority. This ensures the apprentice can access any available funding or support.

Contact

If you have any other questions that were not covered in this guide, please contact Mollie Stephen on mstephen@sfha.co.uk