

FOR ALL  
YOUR  
TRAINING  
NEEDS

# EMPLOYER GUIDE

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**KIRKLEES  
COLLEGE**

**EMPLOYERS**

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# Why choose Kirklees College?

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## **Supporting business growth**

We can provide you and your business with the skills you need to support and develop new and existing employees.

## **Saving you time and money**

Our dedicated Business Development Team will find the right training solutions for you.

## **Peace of mind**

We are one of the UK's leading apprenticeship providers with over 1,000 apprentices in over 1,000 businesses.

## **Apprenticeship and T Level recruitment**

Our committed team will advise and support you throughout the recruitment process to help find your ideal candidate.

## **Account management**

The Business Development Team are committed to ensuring you receive the highest level of customer service. Any questions or issues please contact us directly on **0800 781 3020** or email **[employers@kirkleescollege.ac.uk](mailto:employers@kirkleescollege.ac.uk)**.

## Overview

Apprenticeships are work-based training programmes designed around the needs of employers and can lead to nationally recognised qualifications.

An apprentice can bring many benefits to your business. Apprenticeships are a flexible training option and give you the power to shape the training your apprentices receive and to play an active role in making sure the skills they acquire complement your existing workforce and meet the needs of your business.

Eager, motivated and loyal to the company that invests in them, apprentices boost productivity and are cost effective.

Apprenticeships are suitable for people of all ages, from school

leavers to existing employees looking to upskill.

Apprentices are assigned a Trainer Assessor who will support, train and guide students and develop their skills and abilities to enable them to complete their qualifications. Apprentices may also attend college once a week or in some cases on block release.

With a proven track record, a high number of our apprentices are offered permanent positions at the end of their training programme (however this is not mandatory).

Your organisation could also benefit from a £1,000 incentive for hiring a new apprentice aged 16-18.

## Apprenticeship Levels

There are various levels of apprenticeship available.

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



## How long does an apprenticeship take?

Between one and four years and are not permitted to last less than a year.

## Is there an age limit for apprenticeships?

Apprentices must have reached the legal age to work full time but there is no upper age limit.

## How many hours per week will my apprentice work?

Apprentices generally work between 30 and 40 hours a week. Apprentices aged 16/17 are not legally permitted to work in excess of 40 hours per week under the 'Working Time Regulations'.

By law, all apprentices must spend a minimum of six hours per week, paid working hours undertaking off-the-job training towards their apprenticeship (excluding maths and English). Generally, one day per week will be in college (dependent on sector area).

## Apprenticeships available\*

### Art and Design

- Content Creator

### Business and Enterprise

- Accountancy
- Business Administration
- Customer Service Practitioner
- Customer Service Specialist
- Human Resources Practitioner
- Team Leader/Supervisor
- Operations & Departmental Manager
- Recruitment Resourcer

### Childhood Studies

- Early Years Practitioner
- Early Years Educator

### Computing and ICT

- Information Communications Technician
- Digital Marketer
- Cyber Security Technician
- Cyber Security Technologist
- Software Developer

### Construction

- Bricklaying
- Plastering
- Architectural Joinery
- Site Carpentry
- Electrical Installation
- Plumbing

### Engineering

- Machining Technician
- Mechatronics Maintenance Technician
- Product Design and Development Technician
- Toolmaker and Tool Die Maintenance Technician
- Technical Support Technician
- Engineering Fitter
- Fabrication and Welding

### Hair and Beauty

- Beauty Therapy
- Hair Professional (Barbering)
- Hair Professional (Hairdressing)
- Advanced and Creative Hairdressing

### Health and Social Care

- Leader in Adult Care\*\*

### Hospitality and Catering

- Commis Chef
- Hospitality Team Member
- Chef de Partie

### Motor Vehicle

- Autocare Technician
- Light Vehicle Service and Maintenance Technician
- Heavy Vehicle Service and Maintenance Technician

### Process Manufacturing

- Food and Drink Engineering Maintenance
- Engineering Operative

### Science

- Laboratory Technician

### Teaching Education

- Teaching Assistant\*\*
- Learning and Skills Teacher\*\*

\* Correct at time of printing, subject to change.

\*\*18+ only

## Costs

We provide information, advice and guidance on all aspects, such as funding, recruitment and delivery right through to completion. Our aim is to demystify and help you cut through what can be a confusing landscape and keep bureaucracy to a minimum.

### What's it going to cost me?

National Minimum Wage rates for apprentices as of April 2023:

**16-18** - £5.28 per hour\*

**19-20** - £5.28 per hour in the first year, National Minimum Wage thereafter (currently £7.49p/h)

**21-22** - £5.28 per hour in the first year, National Minimum Wage thereafter (currently £10.18p/h)

**23 and over** - £5.28 per hour in the first year, National Minimum Wage thereafter (£10.42p/h)

Many employers choose to increase the starting wage or review salaries every 3-6 months.

### Are there funding grants to help with costs?

Employers will receive a £1,000 payment if they hire apprentices aged 16-18 and those under 25 with an Education, Health and Care Plan (EHCP).

The apprenticeship programme and training may be fully funded, subject to criteria.

\* Correct at time of printing

Learner	Employer: Levy Payer Payments made through businesses DAS accounts	Employer: Non-levy Payer (>50 employees) Payments made through businesses DAS accounts	Employer: Non-levy Payer (<50 employees) Payments made through businesses DAS accounts
16-18	Funded by digital account Gov. adds £1k per apprentice for employer (paid to training provider after month 3 and 12, passed onto employer) which may take up to a couple of months to process	Gov. pays 95% Employer pays 5% (co-investment) Gov. adds £1k per apprentice for employer (paid to training provider in month 3 and 12, passed onto employer)	Gov. pays 100% Gov. adds £1k per apprentice for employer (paid to training provider in month 3 and 12, passed onto employer)
19+	Funded by digital account.	Gov. pays 95% Employer pays 5% (co-investment)	Gov. pays 95% Employer pays 5% (co-investment)

## Benefits

### What are the benefits of apprenticeships?

#### Employer benefits include:

- Apprenticeships help **recruit** new staff or **retrain** and **upskill** existing staff
- Apprenticeships attract enthusiastic talent with **fresh ideas**
- Funding – Potentially up to **100% funding** and incentives could be available to support apprenticeships
- Apprenticeships can help you tackle **skills shortages**
- Apprenticeships offer excellent **staff development** routes for your existing workforce by progressing them to a higher level role
- **Learning** can be done in your workplace - minimising disruption and maximising impact
- Flexibility - The apprenticeship can be **tailored** to specific job roles
- **Reduce staff turnover** by increasing employee satisfaction and loyalty
- Apprenticeships provide you with the skilled workers you need for the **future**

#### Apprentice benefits include:

- **Earn while they learn**
- Apprenticeships are a **recognised and valued qualification**
- A **genuine alternative to university** education
- **Boost employability skills** such as personal confidence and communication
- **Making a real difference!**
  - Apprentices become a valuable team member. Turn their passion into a career. Over 500+ apprenticeship standards have been published or in development and over 200 that are approved for delivery

Source: [www.gov.uk](http://www.gov.uk)



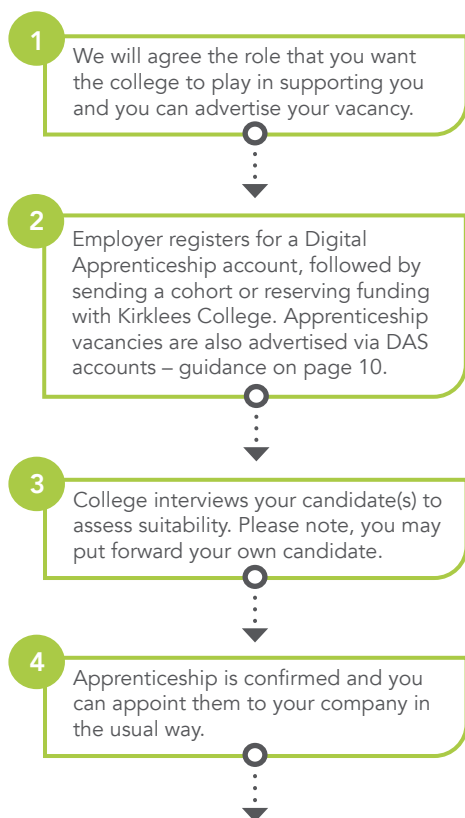
## How to recruit an apprentice

**A step-by-step guide** - Contact the Business Development Team (0800 781 3020), tell us what your needs are and we'll find the right solution for you. We can discuss costs and how to make use of any funding available. After an initial discussion, you can decide whether you want to recruit internally or we can refer you to our Business Development Team who can help you find the right candidate.

### Kirklees College recruits for you



### Recruit an apprentice yourself



### Apprentice working for your company

We will make sure you get the right candidate for your company and ensure that they are on the right course and that they achieve their qualification.

## Digital Apprenticeship Service (DAS) Accounts

All employers in England now need to register for a DAS account in order to register an apprentice on to training. Employers who pay the apprentice levy need to send us a 'Cohort' and provide Kirklees College with permissions to add apprentice details for the employer to approve.

For non-levy employers, you will still need to register for a DAS account and reserve funding with Kirklees College. We have developed a step by step guide for employers which can be accessed by scanning the QR code below.

If we are advertising a vacancy on your behalf, you will need to grant us permissions to advertise via your DAS account. Our Business Development team can provide further support if required.

[https://www.kirkleescollege.ac.uk/wp-content/uploads/2022/04/DAS\\_Guide.pdf](https://www.kirkleescollege.ac.uk/wp-content/uploads/2022/04/DAS_Guide.pdf)

You can also  
access our  
step by step  
guide via the  
QR code





## Business Development Team

Our dedicated Business Development Team will work with you from the start to the end of the recruitment process; we are here to make sure the process is as simple, quick and straightforward as possible.

- Advertise and promote your vacancy
- Screen and select suitable candidates for interviews
- Enrol - leave all the paperwork to us



*"I would absolutely recommend Kirklees College as an apprenticeship provider! After a few teething problems getting set up I was a little bit apprehensive about how successful the programme would be. However, as the apprenticeships have started working for us we have definitely seen an increase in support from the college."*

**Anthony Kitson, Accu**

## T LEVELS

THE NEXT LEVEL QUALIFICATION  
WITH **KIRKLEES COLLEGE** 

Employers across England are realising the business benefits of T Levels as they host students on industry placements. We can help you to understand how T Level students can progress from industry placement to becoming a successful member of your workforce.

T Levels are new two-year qualifications for 16-19 years olds that follow GCSEs, with one T Level being equivalent to three A-levels. These qualifications have been designed with over 250 global and leading employers to help young people develop the knowledge, attitude and practical skills to thrive in the workplace.

As part of the requirements for a T Level, students will undertake an industry placement for a minimum of 315 hours (approximately 45 days), which will give employers early access to the brightest talent entering your industry.

Typically, this can take place across a six-month period and be a mix of block placements and/or 1-2 days a week depending on the student's timetable.

If you are not able to offer the full 315 hours, you can speak to your training provider about sharing part of the placement with another employer.

### What's the difference between an apprenticeship and a T Level?

The main difference is that with a T Level, is that a student's time will be split 80% in the classroom, with the remaining 20% in an industry placement at your workplace. For an apprenticeship, 80% of the time is spent in the workplace on the job and 20% is classroom learning.

Kirklees College offer T Levels in the following areas:

- Business
- Construction
- Digital
- Education
- Engineering
- Health
- Science

For more  
info on T  
Levels scan  
this QR code





**WELCOME  
TO THE  
NEXT LEVEL**

# Access our talents

Kirklees College provides you with an outstanding resource to help support your organisation. By working in partnership with us, you will have access to an incredible array of talent, state-of-the-art facilities and a wide selection of business partners.

We are already working with over 1000 businesses just like yours across the region.

See how we can help your staff and business to grow.

Partner with us:

- **Advertise your jobs** with our students
- **Community projects** – in the heart of the community e.g. volunteering, fundraising
- **Employability fairs** – Talk about careers in your industry and recruit
- **Former students** can join our alumni and become ambassadors for the college
- **Hire our facilities** – gallery spaces, sound-proofed performance and rehearsal spaces, recording studios, media and IT suites, training kitchens, hair and beauty salons, aircraft cabin simulator, gym, engineering workshops, motor vehicle, construction workshops, science labs and more.
- **Practice interviews** – Work with our learners to enhance their employability skills.
- **Sponsorship opportunities** e.g. events and facilities.
- **Work placements** – use our expertise to help benefit your students.
- **Working with our students** – mentoring, running competitions or providing live briefs, guest speaking, attending events.
- **Upskill your workforce with employer courses.**



*"The Force has forged a good working relationship with Kirklees College and all apprentices who are training there at this time are progressing well and have fitted into the teams they are employed within."*

**Catherine Mawson**, West Yorkshire Police





## Work and Industry placements

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Only with your commitment and support can Kirklees College better prepare our students to make the transition into work. Ensuring students are work ready contributes to the development of a motivated, ambitious, and capable workforce who are ready to support the development of our local economy.

Students will complete work experience linked to their qualification. This could range

from a 30-hour work placement to a 45-day industry placement depending on their course. Our students could also complete a live brief as their placement activity if there is a specific project you would like completing.

Our aim is to work with you to help set up and plan structured placements which generate the maximum benefit for both employers and students.

# Sector Based Work Academy Programme (SWAP)

## Recruit your future workforce

The Sector Based Work Academy Programme is a successful way to create a skilled workforce for your business. Designed for those who are ready for employment, an academy can help you attract and retain the best talent to meet both your immediate and future recruitment needs.

Open to jobseekers of all ages, academies usually last between three and four weeks and offer a flexible and tailored approach.

These can be hosted at no direct cost to an employer, as costs are covered by government funding.

If you are interested or would like further information about the services available to support your recruitment needs, please contact:

### **Kirklees College Business Development Team**

Call 0800 781 3020 or email: [employers@kirkleescollege.ac.uk](mailto:employers@kirkleescollege.ac.uk)





## How it works

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### Enquire

Contact us on 01484 437115 to find out how you can get involved.



### Register

One of our team will contact you to explain the different placement programmes and agree a placement plan tailored to your company.



### Select

We will match students to your placement opportunity, you can choose whether you want to meet them prior to starting their placement.



### Placement

Challenge our students and give them the opportunity to shine. Plan them real tasks and activities that add value to your business. Students on industry placement will need interim reviews with their Workplace Mentor and Placement Officer to check progress. We will be on hand to support you, and help the student to get the most out of the experience.



### Next step

We will contact you for final feedback on the student and the placement planning process. We can then plan further placements or refer you on to additional services such as apprenticeships or work based training.

## Conferencing and events

BOOK A  
MEETING ROOM

Prices start from  
£20/hour

Comfortable and modern conferencing facilities for businesses and groups at competitive prices.

Rooms in our £74m Huddersfield Centre boast magnificent views across the local landscape and canal.

We can host small meetings to big conferences up to 100 delegates.

Rooms are fully equipped with presentation and IT equipment including integrated PA system.

We offer a competitive hot drinks package and can arrange catering to suit your requirements.

To find out more call  
**01484 437000** or email  
**events@kirkleescollege.ac.uk**



*"I just wanted to say a huge thank you for helping to organise a seamless event last week. The food was delicious and everything was scheduled to time and the venue was spot on."*

**Kirsty Oldroyd, Association of Colleges Conference**

## Landings 72 Restaurant

Book a business lunch or evening event in our Landings 72 restaurant.

To make a reservation call  
**01484 437019** or email  
**landings72@kirkleescollege.ac.uk**



*"We are incredibly thankful to you for allowing us to use your wonderful venue and for all your hard work on the evening, it could not have been successful without you. The food was amazing - we received so many great reviews."*

**University of Huddersfield Events Team**

## Businesses we work with





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T: 0800 781 3020

E: [employers@kirkleescollege.ac.uk](mailto:employers@kirkleescollege.ac.uk)

W: [www.kirkleescollege.ac.uk/employers](http://www.kirkleescollege.ac.uk/employers)

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