

## Apprenticehip Funding

There are two forms of apprenticeship funding; which one is used will depend on the size of the employer. They are classified as **Levy** and **Non-Levy** funding. A business will pay the levy if they have an annual wage bill over £3 million. Please see the link below for further information about apprenticeship funding.

Are you a levy or non-levy employer?

Find out here

[Apprenticehip Funding - Levy/Non-Levy](#)

## Digital Apprenticeship Service Account (DAS account)

In order to employ an apprentice, employers must first have a Digital Apprenticeship Service (DAS) account. The account will allow the business to advertise vacancies so candidates can apply. It will also allow funding to be released for the apprenticeship training. Finally, the account will enable the business to claim an available incentive funding.

In order to be eligible to set up a DAS account, the business will need to have a PAYE reference number. Without this, the business will not be able to employ an apprentice. Please see the link below for guidance on setting up a DAS account.

[Getting a DAS account](#)

## Government Incentive Payments

Employers appointing an apprentice may be eligible for an incentive payment from the Government. Please see the information on the link below for the latest information on available incentives.

[Getting incentive payments - hiring a new apprentice](#)

## Recruitment for Apprentices

In order to recruit an apprentice the business is required to create a Digital Apprenticeship Service (DAS) account. This will allow the business to advertise the apprenticeship position to potential candidates on

## Employer Requirements

When advertising an apprenticeship, an employer can set the entry requirements for the job role. A part of the core of the apprenticeship will need to have certain grade in maths and English GCSE or equivalent. If an apprenticeship doesn't meet the minimum grade for the job, it will be required to undertake functional skills along with their apprenticeship. This will require the apprenticeship to be a part of the workplace for a further hour morning for each respective functional skill core.

Functional skills are delivered in half-day blocks over a 12-week period. If an apprenticeship needs to undertake both Maths and English functional skills, they will be required to attend an additional half-day per week over a 12-week period.

For further information about functional skills, can be found here -

Functional Skill English  
[g . k/g e m e / blica / f - kill -e gli h-g ida ce](#)

Functional Skill Maths  
[g . k/g e m e / blica / f - kill -ma hema c -g ida ce](#)

## Apprenticeship Rates

The minimum wage an apprentice can be paid is dependent on age and how long they have been on the core. The employer can decide to pay above the National Minimum wage bracket. Please see details about rates of pay for apprentices on the link below ;

For the latest minimum hourly rate, please see information on the following link -  
[g . k/ -al-mi m- age- a](#)

## Apprenticeship Training Requirements

20% 'Off The Job' - An apprentice must spend at least 20% of their normal working hours training.

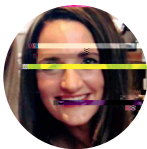
This training might take place:

- at their place of work
- at Petroc
- online

For further details on the 'Off The Job' training include can be found on the link below ;

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## Business Engagement Team Contact Information



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