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**IT'S TIME** to recruit  
an apprentice and improve your

**BUSINESS  
PERFORMANCE**



[wales.gov.uk/apprenticeships](http://wales.gov.uk/apprenticeships)



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# EFFECTIVE

Apprenticeships ensure that your workforce has the **practical skills** and **qualifications** your organisation needs now and in the future.

The mixture of on and off the job learning ensures they learn the skills that work best for your business.

Apprentices earn a wage and work alongside experienced staff to gain job-specific skills as well as gaining outside training from a College or other training provider to work towards nationally recognised qualifications.

Apprentices often need good GCSEs or to show strong aptitude in their chosen field to join the programme, so the quality of entrants is high.

Many now choose the Apprenticeship Programme as their first career choice, as opposed to academic study.

They follow an impressive range of training routes, from Plumbing to Care, Information Technology to Engineering, so it's likely that the right option will be available to suit your organisation.

Whilst you as the employer are responsible for paying your apprentices a wage, the Welsh Government pays for most of their training – with support from the European Social Fund.



Contact the Business Wales Helpline

**03000 6 03000**

or email: [businesssupport@wales.gsi.gov.uk](mailto:businesssupport@wales.gsi.gov.uk)  
to recruit an apprentice and start building  
a better workforce today.

## Training Providers and Funding

The training providers across Wales are quality assured and approved to deliver training. Their role is to work with businesses to deliver work-based training programmes for apprenticeships and they receive funding to pay for the cost of training and assessment via the Welsh Government and the European Social Fund.

Funding is agreed locally with each employer, in line with the national minimum wage, and you can negotiate a salary that will reflect the skills and experience of the individual. You may also be required to contribute towards some of the training costs.

You will receive advice on the most suitable apprenticeship framework and be put in touch with a number of training providers.

Once you have selected a training provider, they will help you complete the necessary paperwork, support you throughout the recruitment process and agree a suitable date for the apprentice training to commence. You will also be given the contact number of your local Careers Wales office if you require any further advice.

## Business Benefits

- National standards and qualifications linked with hands-on training and development means apprentices are well trained and productive and will also serve to increase customer confidence
- Apprentices are responsive and motivated, with broad, transferable skills
- There is a low turnover amongst Apprentices because they have meaningful training and career progression plans to follow
- Apprentices bring a significant return on investment and often go on to senior management roles. Many also take on higher level training



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# PRODUCTIVE



77% of businesses  
who have trained  
apprentices believe it  
made their company  
more productive

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The **Apprenticeship Programme** can help businesses across all sectors by offering a route to harness **fresh new talent**.

Any business in Wales, whatever size or sector, can take part in the Apprenticeship Programme.

#### Key Facts

Apprenticeships can take between one and four years to complete and there are three levels available:

**Foundation Apprenticeship, Apprenticeship and Higher Apprenticeship.**

There are many apprenticeship routes available each designed to meet the specific needs of the business within a specific industry. Every apprentice follows an industry-approved apprenticeship framework, to develop a high level of skill.

These frameworks include as a minimum:

- Vocational Competencies Qualifications – providing practical skills in specific occupational areas from level 2 up to 4/5
- Technical Knowledge Qualifications – to underpin the practical skills
- Essential Skills Wales – transferable work-related skills such as Communication and Application of Number.



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# TALENT

## Pathways to Apprenticeship Programme

The Welsh Government has supported young learners aged between 16 and 24 through intensive training.

If you're an employer looking for young, motivated people that can make a difference to your business then look no further.

The final cohort of Pathways to Apprenticeship learners could be perfect candidates to progress onto a full apprenticeship with you.

These individuals have been trained in your sector and have the relevant recognised qualifications and experience to hit the ground running from day one.

If you're interested in finding out more about taking on an apprentice and the benefits they can bring to your business, contact the Business Wales Helpline on **03000 6 03000** or email:

**[businesssupport@wales.gsi.gov.uk](mailto:businesssupport@wales.gsi.gov.uk)**

## Welsh language and bilingual Apprenticeships

Did you know that Apprenticeships in Wales can be studied in English or through the medium of Welsh or even bilingually, depending on the employers needs? There are business benefits to employers who use the Welsh Language such as:

- Providing a Welsh service to Welsh speakers can improve customer service
- Using the Welsh language sets companies aside from the rest
- Providing a Welsh service can be a company's Unique Selling Point
- Attracts new customers and increases loyalty
- Assists in expanding your target market.



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The **Young Recruits Programme** is an all-Wales programme that provides financial support to employers offering additional high quality apprenticeship programmes to recruit and train young apprentices through an approved Shared Apprenticeship Programme.

A wage subsidy of £2,600 over 52 weeks (paid in instalments of £50 per week) will be paid to employers, subject to the eligibility criteria and evidential requirements being met.

YRP is also available to employers to support apprentices entering learning immediately following Jobs Growth Wales who are able to access an enhanced wage subsidy (£50 per week for 26 weeks).

The programme can benefit Small and Medium sized employers working in partnership to offer additional apprenticeship opportunities where there is a need to maintain a highly-skilled workforce.

#### **Eligibility Criteria**

All employers must:

- Be able to offer (a) full time additional apprenticeship place(s), i.e. a minimum of 25 hours including time with the provider
- Ensure that apprentices are paid the appropriate minimum wage for apprentices (or any other National Minimum Wage regulation that may apply).

All learners must:

- Either, be progressing from the Jobs Growth Wales programme to an apprenticeship programme with the same employer
- Or, be a shared apprentice approved by the Welsh Government under their shared apprenticeship protocol
- Be between the ages of 16 and 24 at time of Application
- Be living and/or working in Wales
- Have been employed by the applicant for no longer than 10 weeks at time of application
- Be enrolled upon a level 2, 3 or 4 apprenticeship framework with a Welsh Government-contracted work based learning provider.



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# COMPETITIVE



80% of businesses  
said apprenticeships  
resulted in better  
motivation among  
their workforces

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The **Apprenticeship Matching Service** is the official online recruitment system for apprenticeships in Wales. This free online matching service aims to help Welsh employers find suitable apprentices, and aspiring apprentices in Wales, to find exciting opportunities in a business that's right for them.



The Apprenticeship Matching Service gives employers a free platform to advertise quality apprenticeship vacancies. These can be viewed and applied for nationally by thousands of candidates that register online.

Candidates can search and apply online for vacancies using selected criteria such as geography, occupation, job role and keywords.

Employers can advertise and filter applicants more easily in addition to being able to review applications, sift for short-listing and invite candidates for interview, all within your own personal area of the system.

Large employers who only undertake recruitment via their own websites are welcome to advertise their apprentice vacancies on the Apprenticeship Matching Service website, whereby we can provide an option to direct candidates to your website recruitment pages.

For more information about the Apprenticeship Matching Service, visit **[www.careerswales.com](http://www.careerswales.com)** and follow the apprenticeships link.



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## Prentisiaethau Apprenticeships



“Apprenticeships were established within the business to help develop our people in line with the company’s vision.

The Apprenticeship Programme was identified as an important tool to help us meet the need to develop managers and teams for the future and to meet the needs of our acquisition and refurbishment plans.

It also helps us to retain our current employees and encourage development and transfers within the company, lessening the impact of the transient nature of our industry.”

**Susan Harvey**

Head of HR, S.A Brain & Co. Ltd.



“The Apprenticeship Programme is well established and has helped feed fresh talent into our business over the last two decades.

We identified the need to create a workforce which could make sure the business is sustainable for the future.”

**Chris Doherty**

HR Leader, GE Aviation Wales

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# Prentisiaethau Apprenticeships



“To ensure we remain world-class leaders we need a workforce which is skilled to the highest standard, and skilled people are the building blocks of a successful business.

The quality of the service we provide to our customers is, to a very large part, dependant on the skills, experience and motivation of our engineering staff. A key part of our engineering development programme is supporting a number of apprenticeship programmes in disciplines such as mechanical engineering, fabrication craft and electrical engineering.”

**Keith Vivian**  
HR Manager, DRB Group



“The Apprenticeship Programme has improved staff retention, motivation, morale, competitiveness and created a positive team environment.

As a result of the Apprenticeship Programme staff have gained industry knowledge, awareness and essential skills. Upskilling of the staff has improved overall service delivery and the increase in sales has enabled the business to grow.”

**Lindsay Dingley**  
Centre Manager,  
Eastern Leisure Centre, Cardiff

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