South Staffordshire College

Apprenticeship Programmes

EMPLOYER GUIDE



0300 456 2424 apprenticeships@southstaffs.ac.uk southstaffs.ac.uk

Welcome

There has never been a better time to recruit an apprentice for your business through South Staffordshire College.

South Staffordshire College is the largest college within the Staffordshire region with 5 colleges based in Tamworth, Lichfield, Cannock and Rodbaston in Penkridge. You can either recruit your own member of staff, train an existing member of staff, or choose from our excellent pool of newly qualified learners to help fill your vacancies. We also offer a **FREE** recruitment service from our highly experienced business development team should you wish to advertise your vacancy through the National Apprenticeship Service (NAS).

What is an apprenticeship?

An apprenticeship is a development programme that combines employment and training in a specific skill or discipline. On completion of a programme the apprentice is awarded an Apprenticeship Certificate. Apprenticeships are suitable for anyone above the age of 16, who is seeking to develop a new skill set whilst in employment and are available in most sectors and occupations.

How are apprenticeships funded?

Where an employer does not pay the apprenticeship levy, government will fund all the apprenticeship training and assessment costs for those apprentices who are aged between 16 and 24 years old at the start of their apprenticeship training.

Employers with a wage bill of over £3 million will pay the cost of the apprenticeship through the apprenticeship levy. Where a levy payer has insufficient funds, government will fund all the apprenticeship training and assessment costs (up to the funding band maximum) for those apprentices who are aged between 16 and 24 years old (or 15 years of age if the apprentice's 16th birthday is between the last Friday of June and 31 August) at the start of their apprenticeship training.

How does an apprenticeship work?

Apprentices are employed to do a real job while studying for a formal qualification, usually for one day a week either at college or within your workplace. By the end of the apprenticeship, they will have gained the skills and knowledge needed to either succeed in their chosen career or progress onto the next apprenticeship level.

Even if qualifications are not part of the standard, our business development associates will discuss any skills you wish the apprentice to develop as part of the commitment statement with you. All apprentices will need to participate in English and maths development and achieve up to Level 2 Functional Skills depending on the level of apprenticeship.

Apprentices are required to spend a minimum of 20% of their paid time in off-the-job training, which is defined as learning undertaken outside of the normal day-to-day working environment and leads towards the achievement of the apprenticeship. We will work with the apprentice and the workplace mentor to define what is acceptable as off-the-job training.



''It's local to my house, the facilities are good and its a good place to start your career'.

Edward – Adult Engineering Apprentice



Apprenticeship incentives

For employers looking to grow their teams, address skills shortages and bring new talent into their organisation, 2026 has brought significant changes to the support available for apprenticeships.

New employer incentives, fully funded apprenticeship training for eligible young apprentices and National Insurance relief are making it easier for businesses to consider apprenticeships as part of their recruitment and workforce development strategy. To find out more about the incentives available visit **www.gov.uk/employing-an-apprentice/get-funding**

Apprenticeships we offer:

Business	Torc College	Lichfield College	Tamworth College	Rodbaston College	Cannock College	Workplace learning
Accounting		●				
Business Administration						●
Customer Service						●
Engineering & Motor Vehicle						
Engineering			●		●	
Lean Manufacturing						●
Motor Vehicle			●	●		
Construction & Trades						
Bricklaying	●				●	
Carpentry & Joinery	●				●	
Electrical Installation/Maintenance			●		●	
Gas Engineering Operative				●		
Groundworks				●		
Plumbing				●		
Property Maintenance	●					
Landbased						
Veterinary Nursing				●		
Retail & Commercial Enterprise						
Hairdressing			●			
Education						
Early Years			●		●	
Teaching & Learning Assistants			●		●	

Benefits to taking on an apprentice

Increased Productivity

Employing an apprentice is a highly cost-effective way to increase your workforce.

Aid Staff Retention

Apprentices will often choose to stay with employers after their course finishes.

New Ideas

Apprentices bring fresh ideas and innovation to your company.

Use your levy

Don't lose out on your levy contribution – train existing staff or new ones.

Incentives

There are government incentives to hiring a new apprentice. One of our sales team can advise you on this or please visit: www.gov.uk/guidance/incentive-payments-for-hiring-a-new-apprentice

Application Process:



Apply direct:

For more information visit: **southstaffs.ac.uk/employers**

For more information or to apply please email: **apprenticeships@southstaffs.ac.uk**

To discuss this further with our team or to apply over the phone, call: **0300 456 2424 (option 2)**