



Employer Information Pack

16-18 Apprenticeships

What is it?

An apprenticeship is a work based training programme designed to meet your needs as an employer as well as helping young people achieve a nationally recognised qualification

Who is it aimed at?

Our childcare apprenticeships are aimed at those people who would like to start working within the sector as well as those already in employment that would like to develop existing knowledge and skills to progress their career.



“You can watch your apprentice grow into a confident, responsible childcare practitioner...”

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What are the entry requirements for the course?

Your apprentice must be:

- Employed at a childcare business (around 30 hours per week)
- Ideally have GCSE's A*-C in English and Maths (or equivalent)
- They cannot be enrolled on any other government funded training scheme



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How long is the course?

The usual time period for completion of the Level 2 Apprenticeship is 12-18 months.

How much study is involved?

The majority of the course is completed by distance learning with support of a tutor, and the apprentice will need to put aside an average of 5 hours per week for study.

In addition to this, the apprentice will also be observed by an assessor at their place of work on a regular basis until they have completed their qualification.



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Do I need to contribute to training costs?

If your apprentice is aged 16-18 when they start their apprenticeship, the government will pay 100% of their training costs.

Do I need to pay them a wage?

Yes. The apprentice should be treated like a regular member of staff and will need to be paid in line with the [National Minimum Wage](#) for apprentices.

Are there any financial incentives?

Yes – if you are struggling to fund the cost of recruiting and employing an apprentice, there are financial grants of £1,500 available to help you, subject to certain [terms](#).



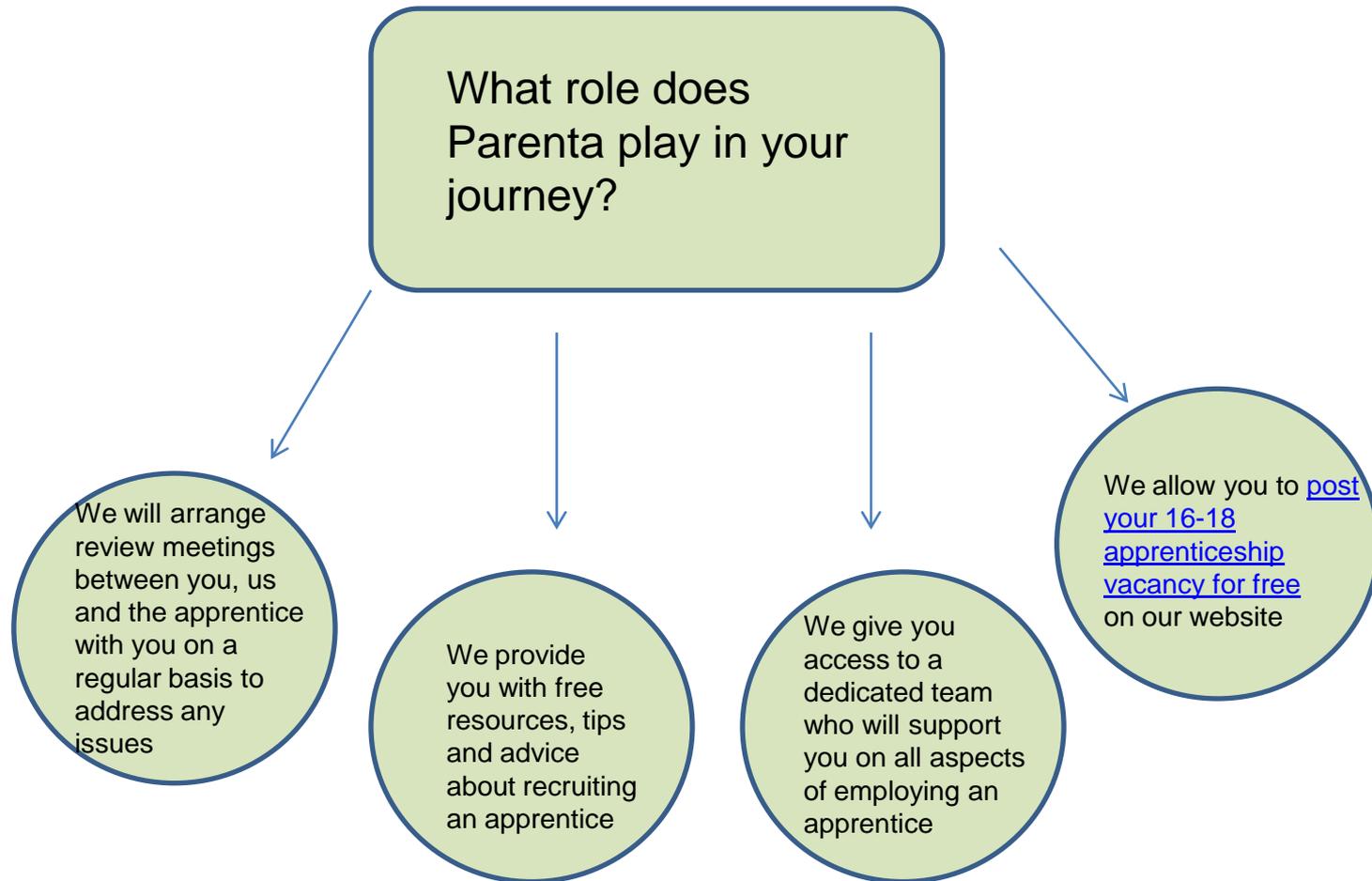
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There are many benefits to you and your business of employing an apprentice, here are just 8 of them...



“Give something back to your local community by employing a young school leaver.”

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Does this sound like you?

“I don’t have much money to spend on recruiting a new staff member.”

“I have experienced staff who could mentor a new employee.”

“I am missing certain skill sets from my existing team.”



“I know a school leaver who would like to start a career in childcare.”

“I don’t have much money to train my staff.”

“I could do with an extra pair of hands to help out around my setting.”

...then you should hire a 16-18 year old apprentice for your childcare setting today!

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What happens after I hire an apprentice?

At the start of the training programme, you will need to have ensured that your apprentice has full DBS clearance. Some training providers will offer to do these screening checks on your behalf.

There will be a 4 week induction period:

Week 1 – The apprentice will learn about the policies and procedures related to training and practice. The training provider will review and assess potential needs for the course.

Week 2 – A learning agreement will be made between the apprentice, training provider and employer

Week 3 – Delivery model for the qualification will need to be set and discussed

Week 4 – By the end of the first month, the apprentice will have had their first observation. Afterwards, learning targets will be set and the date of the next meeting arranged.

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More information about recruiting and employing apprentices:

- [How to recruit an apprentice for your setting](#)
- [8 reasons to employ school leavers](#)
- [Recruiting school leavers? 5 ways to recognise a great CV](#)

Visit:

www.parenta.com/category/employer-information-on-childcare-apprenticeships/