



Llywodraeth Cymru  
Welsh Government

# APPRENTICESHIPS. A GENIUS DECISION.

A Guide for Employers.



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European Social Fund

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Apprenticeships. A Genius Decision.

## WHAT IS AN APPRENTICESHIP?

First let's get a big myth out of the way - apprenticeships aren't just for young people leaving school. Our Apprenticeship Programme is open to everyone over the age of 16.

Apprenticeships are a cost-efficient way to create a more flexible workforce, helping to support current and future skills needs. Whether you choose to recruit, re-train or redeploy your workforce providing them with job knowledge and relevant skills is essential to help your business grow. The Apprenticeship Programme is designed around the needs of you - the employer and can help support your business by empowering your workforce with the skills they need now and in the future.

Funding is available to support all businesses in Wales, regardless of size. Apprentices earn while they learn - so you pay the wages and we meet the training costs.

Wales has a highly successful Apprenticeship Programme, built in partnership with our Welsh businesses. We focus on providing great quality, the right skills pathways and the right level of support to help achieve economic durability.

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## WHY CHOOSE APPRENTICESHIPS?

Apprenticeships provide an affordable option for recruiting new staff and equipping your workforce with the right skills and knowledge to develop, grow and succeed: all personally tailored to the needs of your business. Apprenticeships can help transform your company by offering a route to find fresh, new, sector-skilled, talent.

Apprentices work alongside experienced employees, gaining job specific skills, while receiving outside training from an approved college, training provider or university to achieve a nationally recognised qualification. Want to read how other businesses have benefitted?

Visit: [businesswales.gov.wales/skillsgateway/skills-and-training-programmes/apprenticeships/employer-success-stories](https://businesswales.gov.wales/skillsgateway/skills-and-training-programmes/apprenticeships/employer-success-stories)

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# LEVELS OF APPRENTICESHIPS

Level	Working towards
Level 2 – Foundation Apprenticeship	NVQ Level 2 and equivalent to 5 good GCSE passes
Level 3 – Apprenticeship	NVQ Level 3 equivalent to 2 A-level passes
Level 4/5 - Higher Apprenticeship	HNC/ HND/ Foundation Degree level
Level 6 - Degree Apprenticeship	Full bachelor's degree. Routes are currently offered in ICT/ Digital and Engineering / Advanced Manufacturing.

## What's involved?

- Working together with one of our approved providers you will be responsible for providing and planning the training schedule for the apprentice, be that in Welsh or English, allowing a tailor made, business specific, approach.
- Your training provider will manage the qualification, assessment and programme processes.
- We will provide all the help, support and advice you need once you've made the genius decision to get involved in the Apprenticeship Programme.

## What are the costs?

- There are two costs associated with an apprenticeship - the apprentice's wage and the cost of training. You have to pay the first cost. You don't pay the second.
- The Welsh Government cover most of the training costs and work with external training providers to manage, deliver and assess all apprenticeships.
- Training providers may be a private, specialist or local college or university.

We provide fully funded apprenticeship routes in Wales in 23 sectors.

Advanced Manufacturing and Materials

Agriculture and Environment

Automotive Transport and Logistics

Business and Management

Catering and Hospitality

Childcare Services

Construction and Building Services

Culture Design and Media

Digital Technology

Education and Information Services

Energy

Engineering

Food and Drink

Hair and Beauty

Healthcare Services

Legal and Financial Services

Life Sciences

Property Services

Protective Services

Public Services

Retail

Social Care Services

Travel, Tourism and Leisure

## Eligibility requirements

Businesses in Wales of all sizes are eligible /  
Levy and non-levy paying employers

Apprentices must be 16 and over to apply and  
18 to apply for Degree Apprenticeships

The employer must provide a contract of  
employment (16+ hours a week)

Apprentices must work 51% or more of their time in Wales

Apprentices must follow a Welsh Apprenticeship Framework

## Next Steps

Complete the Expression of Interest form on  
Business Wales Skills Gateway: [businesswales.gov.wales/  
skillsgateway/apprenticeships](https://businesswales.gov.wales/skillsgateway/apprenticeships)

You will receive one-to-one support from a team of Employer  
Engagement Advisors who can advise on apprenticeship routes,  
pathway options and selecting the right qualification.

## Find out more

- SME'S in Wales can access support to recruit apprentices aged 16-19: [businesswales.gov.wales/skillsgateway/skills-and-training-programmes/apprenticeships/employing-apprentice](https://businesswales.gov.wales/skillsgateway/skills-and-training-programmes/apprenticeships/employing-apprentice)
- Information about employing disabled apprentices: [gov.uk/access-to-work](https://gov.uk/access-to-work)
- Support for future, current and potential apprentices: [gov.wales/apprenticeshipswales](https://gov.wales/apprenticeshipswales)
- Training provider contact details can be found on the Employers Toolkit here: [businesswales.gov.wales/  
skillsgateway/sites/skillsgateway/files/documents/  
Apprenticeships%20Employer%20Toolkit.pdf](https://businesswales.gov.wales/skillsgateway/sites/skillsgateway/files/documents/Apprenticeships%20Employer%20Toolkit.pdf)