

## Apprenticeship Information

### Apprentice Wages & Employment Terms

- Apprentices must earn a minimum hourly wage of £6.40, though many employers choose to pay more.
- From April 2025, the government has announced an 18% increase, raising the minimum apprentice wage to £7.55 per hour.
- This rate applies to apprentices of any age in their first year of apprenticeship.
- Apprentices cannot be self-employed and must receive wages for 52 weeks per year.

### All Apprentices must:

- Hold a contract of employment that is long enough to complete their apprenticeship successfully, including the End-Point Assessment, which may extend up to three months beyond the programme end date.
- Have a job role that allows them to develop the skills, knowledge and behaviours required to complete the apprenticeship.
- Receive appropriate support from their employer/organisation to perform their role effectively.

### Off-the-Job Training

- Employers must ensure that apprentices are paid for their time spent in work and off-the-job training, including training provider days or online sessions.
- Apprentices must spend a minimum of six hours per week on off-the-
- job training. This can include day-release sessions with a training provider or structured learning activities in the workplace.
- Training can be delivered in various formats, including online learning, as long as apprentices record their progress.
- As a statutory requirement, poor attendance in training must be made up to fulfil apprenticeship obligations.

### Working Hours & Training Requirements

- Apprentices typically work between 30 - 40 hours per week. If working fewer hours, the Apprenticeship duration must be extended accordingly.
- 16-17-year-old Apprentices cannot exceed 40 working hours per week.
- Many Apprenticeships include a day-release for study and training.

### Funding & Employer Responsibilities

Employers with an annual wage bill over £3 million are subject to the government Apprenticeship levy and must manage funding through a levy account.

Smaller employers (non-levy payers) must create an account with the Apprenticeship Service and reserve government funding no more than three months before the apprenticeship start date.

- Employers must allocate funding to their chosen training provider using the system.
- Apprenticeship training is 100% government-funded for Apprentices under the age of 22, unless the employer is levy-paying.
- Employers hiring an Apprentice aged 22 or over must contribute 5% towards training costs at the start of the apprenticeship, unless they are a levy-paying company. Financial assistance may be available.

## **Levy Transfers & Apprenticeship Service Account**

- Levy-paying employers can transfer up to 50% of their levy funds to non-levy organisations to support apprenticeship training.

All employers must set up an Apprenticeship Service Account linked to their PAYE details or Government Gateway ID to manage apprentices and allocate funding to training providers.

Employers can receive support from the SEATS team to set up their account if one is not already in place. The account must be set up before the apprentice enrolls in the programme.

## **SEATS Support & Guidance**

SEATS can provide expert support in managing Apprenticeship levy accounts.

We offer ongoing assistance throughout the application and onboarding process.

Regular check-in meetings are arranged at key milestones to support apprentices, line managers and training providers.