

ELEVATED
knowledge

An Employer's Guide to

Apprenticeships

Delivering Technical Skills Training to Industry, with Excellence as Standard

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Who Are Elevated Knowledge?

We are a national qualification company that delivers commercial technical skills, NVQ qualifications and apprenticeships through to HNC, using a combination of onsite and online assessments in Electrical/Electronic, Mechanical, Maintenance, Fabrication & Welding, Fitting, lifts, Stairlifts, Service lifts, Escalators and Platform lifts.

We also deliver apprenticeships in Leadership & Management & in Health & Safety which are accredited by NEBOSH.

At Elevated Knowledge we want to be the preferred training company for general industry. Providing outstanding customer service and continually adapting to our customers' requirements, we

ensure that our learners are fully supported and have the tools and resources they need to achieve their qualification in the best way possible to make it as easy as possible for our learners to prove that they are competent.

We work with our customers to provide the most appropriate apprenticeships and training courses in the most effective and efficient way for their business. We work with companies across the UK from large national companies to self-employed contractors our flexible approach means that we can focus on delivering high-quality whether it is commercial technical skills, NVQ's or Apprenticeships.



Why Choose Elevated Knowledge?

We offer:

Expert Instruction:

Our Apprenticeships are led by industry professionals with extensive experience in their field. Your Apprentice will receive guidance from experts who are passionate about sharing their knowledge and helping you succeed.

Hands-On Learning:

We believe in learning by doing. Our courses provide ample opportunities for practical exercises, allowing your learner to apply the concepts they learn and build their skills through hands-on experience.

Comprehensive Curriculum:

Our curriculum covers a wide range of topics, ensuring that your learners gain a holistic understanding of techniques, standards, and best practices. They will be equipped to handle various challenges and educate others effectively.

Interactive Learning Environment:

We foster an interactive learning environment where questions and discussions are encouraged. Your learner will have the opportunity to engage with instructors and fellow students, enriching their learning experience.

What is an Apprenticeship?

An Apprenticeship is a genuine job with an accompanying assessment and skills development programme. It is a way for individuals to earn while they learn, gaining valuable skills and knowledge in a specific job role. The Apprentice gains this through a wide mix of learning in the workplace, formal off-the-job training and the opportunity to practice new skills in a real work environment. Apprenticeships benefit employers and individuals, and by boosting the skills of the workforce they help to improve economic productivity. Apprenticeship Levels and their equivalent Education Level.

How do they work?

Apprentices must spend at least 20% of their time on off-the-job training, this is mandatory. However, they may need more than this if, for example, they need training in English and Maths. It is up to the employer and training provider to decide how the off-the-job training is delivered. It may include regular day release, block release and special training days or workshops. It must be directly relevant to the Apprenticeship framework or standard and can be delivered at the Apprentice's normal place of work as long as it is not part of their normal working duties. It can cover practical training such as shadowing, mentoring, industry visits and attending competitions. On-the-job training helps an Apprentice develop the specific skills for the workplace and they should be supported by a mentor. Once an Apprentice completes their Apprenticeship they should be able to demonstrate that they can perform tasks confidently and competently to the standard set by industry.

Who are they for?

Individuals over the age of 16, spending at least 50% of their working hours in England over the duration of their Apprenticeship and, not in full-time education, can apply for an Apprenticeship. Employers can offer Apprenticeships to new entrants or use them to grow talent amongst current employees. Apprenticeships equip individuals with the necessary skills, knowledge and behaviour they need for specific job roles, future employment and progress. Name Level Equivalent Educational Level Intermediate 2 5 GCSE Passes Advanced 3 2 A Level Passes Higher 4, 5, 6 and 7 Foundation Degree and above Degree 6 and 7 Bachelor's or Master's Degree It must be directly relevant to the Apprenticeship and can be delivered at the Apprentice's normal place of work as long as it is not part of their normal working duties. It can cover practical training such as shadowing, mentoring, industry visits and attending competitions.

Why Should I participate in an Apprenticeship Programme?

The Elevated Knowledge Apprenticeship programme will support the current and future needs of your business and address any skills shortage you may be facing, ensuring that your workforce of the future has the relevant skills, knowledge and commitment required to ensure your business continues to develop. Planned recruitment programmes will allow you to have a pool of experienced employees of different ages so that you will be better able to plan to meet future workforce needs due to; any expansion plans that you may have or; due to the retirement of personnel.

Recruiting apprentices through Elevated Knowledge's Apprenticeship Programme is a cost-effective solution to training and retaining younger age group workers.

Looking at potential future skills shortages prepares you for any eventuality.

How do I employ an Apprentice?

Our recruitment team are dedicated to supporting you to hire the best apprentices who are committed to their training and work placement. We do this by listening to your business needs. Right from the start we will help you to design the right apprenticeship training programme that works for the employer.

We match the right candidate by interviewing each candidate to ensure the apprenticeship pathway is right for them and that they are fully aware of the commitment they are making to you, the employer. We will carry out initial assessments in Maths, English, ICT and specialist areas of Engineering and Health and Safety to ensure each apprentice has the ability to complete an apprenticeship programme.

We make sure that we match the right person to your business.

What can I expect to pay an apprentice?

This varies from company to company but the Government have set out a minimum pay scale as seen in the table below. The hourly rate you will be expected to pay for minimum wage depends on the apprentices age and achieved status of apprenticeship level.

From April 2022 an employer could expect to pay:

Age	Minimum rate of pay
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Under 18	£5.28
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18 to 20	£7.49
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21 to 22	£10.18
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23 and over	£10.42
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These rates are for the National Living Wage (for those aged 23 and over) and the National Minimum Wage (for those of at least school leaving age). The rates change on April 1st every year.

Apprentices are entitled to the apprentice rate if they are either: -

Aged under 19 - Aged 19 or over and in their first year of an apprenticeship.

Example:

An Apprentice aged 21 in the first year of their apprenticeship is entitled to a minimum hourly rate of £5.28.

Apprentices are entitled to the minimum wage for their age if they are both: -

Aged 19 or over OR have completed the first year of their apprenticeship.

Example:

An apprentice aged 21 who has completed the first year of their apprenticeship is entitled to a minimum hourly rate of £10.18.

What costs are involved?

A GUIDE TO THE APPRENTICESHIP LEVY

If you're an employer with a wages bill of more than £3 million a year, you will have paid the Apprenticeship levy from 6 April 2017. You will report and pay your levy to HMRC through the PAYE process. Less than 2% of UK employers pay the levy. Levy funds create opportunities for young people across the country, delivering the skills British businesses need. The levy gives employers control of their training. Employers agree a total price for each Apprenticeship, which includes the costs of training and assessment. In England, the government will top up employers' levy with an extra 10%, paid directly to employers' Apprenticeship accounts. An employer's wages bill is made up of the total amount of the employees' earnings that are subject to Class 1 National Insurance contributions, such as: – wages – bonuses – commissions – pension contribution.

Non Levy paying Employers

Employers with a paybill of less than £3 million a year but who have more than 50 employees will be asked to contribute 5% towards apprenticeship training. For those employers with a wage bill of less than £3 million and who have under 50 employees, Apprenticeship training is fully funded for 16 to 18 year olds, if over 19 years of age a 5% contribution is payable.

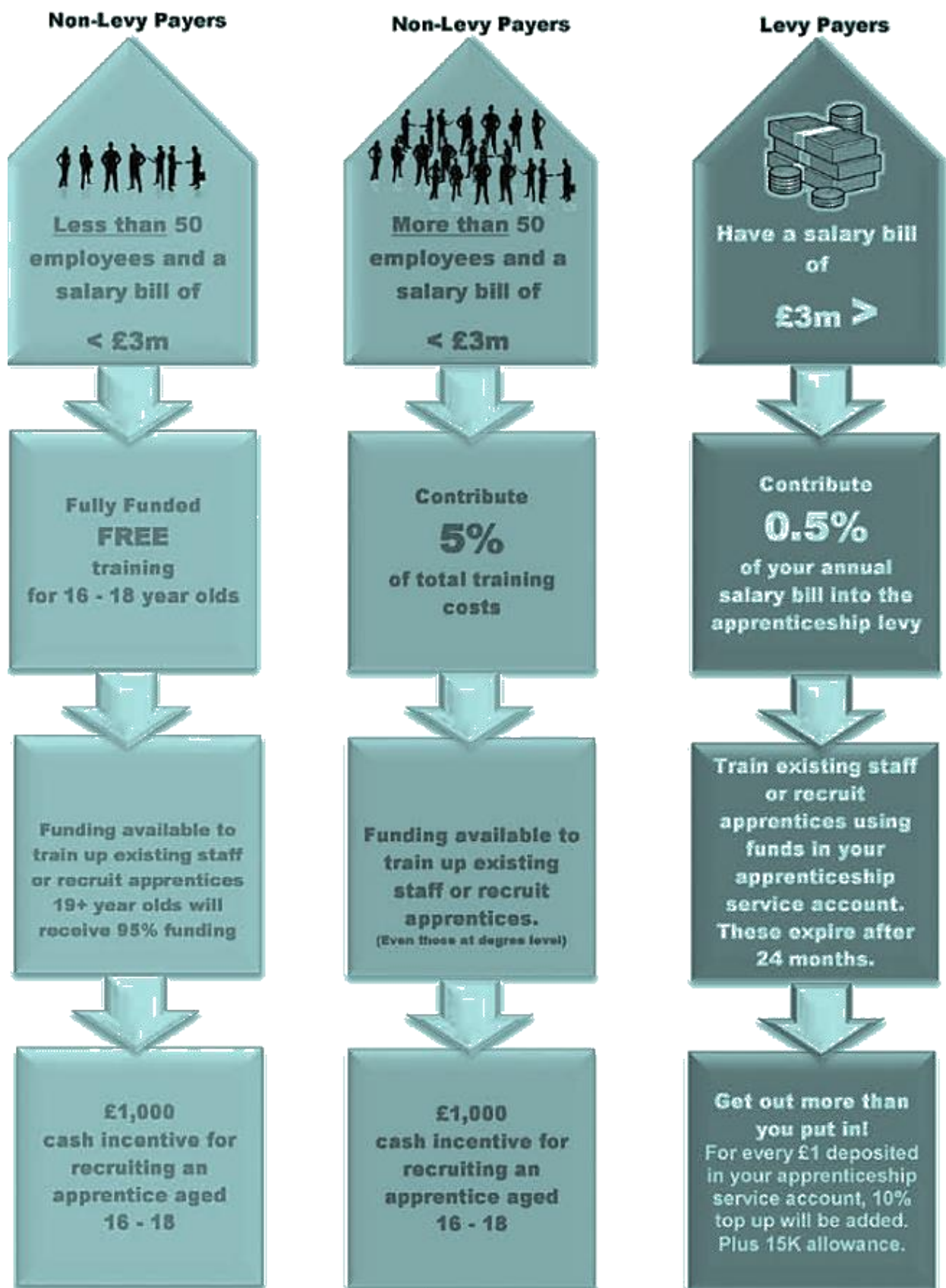
What are my responsibilities as an employer?

The responsibilities of the employer will be discussed in detail when you first meet with a member of our recruitment team. In general, the employer is responsible for ensuring:

- ✓ Your Apprentice must be given the opportunity for off the-job training with Elevated Knowledge's training academy or at one of our partner training centres.
- ✓ On-the-job training and supervision.
- ✓ A Safe Working Environment.
- ✓ The Apprentice needs a written contract of employment and a minimum Apprenticeship wage (See table on page for full details)
- ✓ Provide a mentor within the work place
- ✓ There must be a genuine job available with a contract of employment long enough for an Apprentice to complete their Apprenticeship.
- ✓ Employers must pay an Apprentice's wages and the role must help them gain the knowledge, skills and behaviour they need to achieve the Apprenticeship with support from the employer.

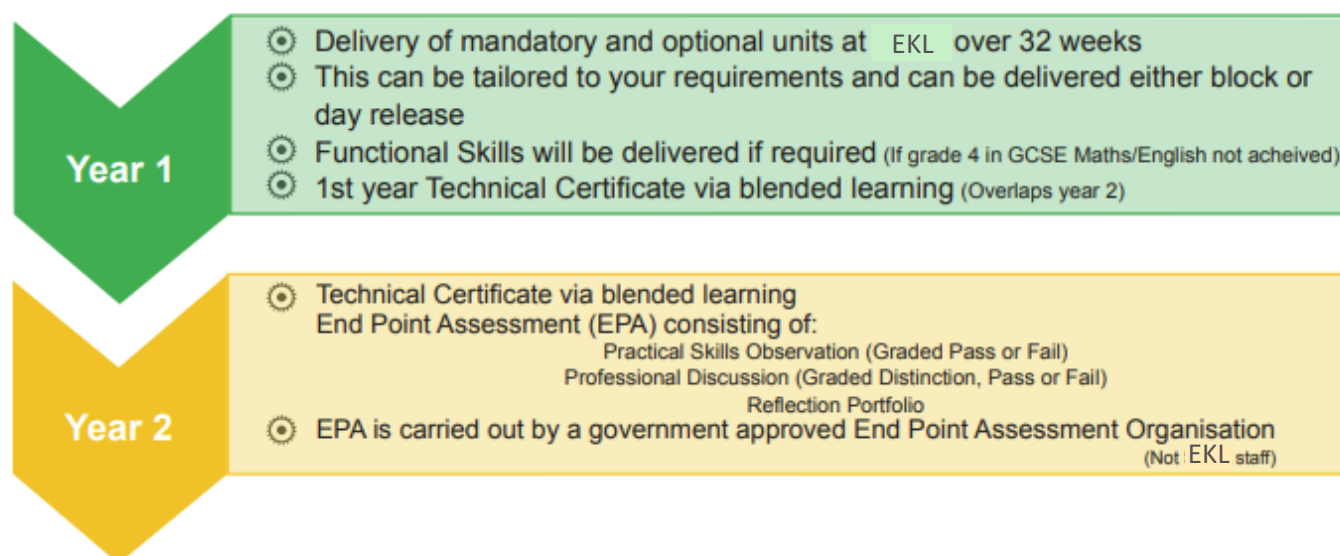
Employers need to have:

- ✓ an Apprenticeship agreement in place with their Apprentice for the duration of the Apprenticeship.
- ✓ a commitment statement signed by the Apprentice, their employer and the provider.
- ✓ **For employers who pay the apprenticeship levy and use the apprenticeship service, they will need to have:**
- ✓ a contract for services with their main provider.
- ✓ an Apprenticeship in place for at least one year
- ✓ the Apprentice on the correct wage for their age, for the time they are in work, in off-the-job training and doing further study. Apprentices wages must be consistent with the law for the time they are in work and in off-the-job training. Updates on progression and average weekly hours and changes to working patterns must be logged and checked with the training provider. The government is offering additional support to organisations with fewer than 50 employees

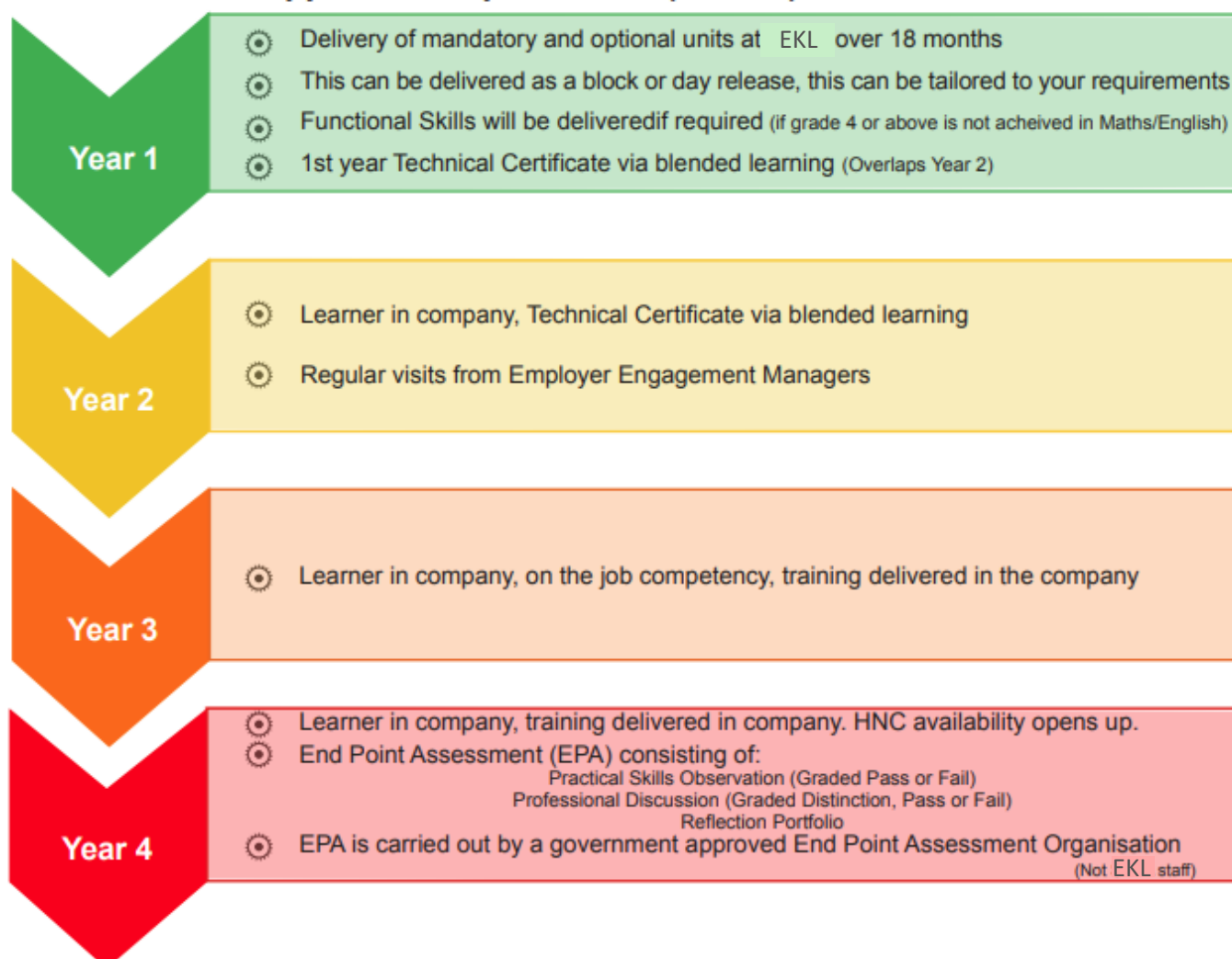


Example Pathways for Apprenticeships

Engineering Operative (Level 2) 12 to 18 months duration



Maintenance & Operations Engineering Technician (MOET) Apprenticeship Standard (Level 3) 36 to 48 months duration



Enrichment days

At Elevated Knowledge, our Apprentices get plenty of extra-curricular opportunities, many of which your company can join in with.

EKL FC:

An annual charity football match. This year we are hoping to set up a mini tournament for a few teams across Stockport. The games will be played at Woodley Seated Stadium.

Museum Visits:

We feel it is essential to instil the importance of progression and looking to the future. Elevated Knowledge Apprentices will benefit from a visit to the Museum of Science & Industry in Manchester. MOSI has some amazing engineering workshops for our students, a great day out.

Charity Events:

We encourage our learners to give back to the community by hosting sponsored charity fundraising events such as; The Annual Santa Dash & The Reddish Vale Charity Walk amongst other things such as raffles and blind cards across the year. Suggestions for any other charity ventures are welcomed throughout the year.

Your company would be more than welcome to attend or even join in on any of these activities!

Safe Drive Stay Alive:

A day with Safe Drive, Stay Alive at Middleton Arena to promote safe driving and reduce the number of young people dying prematurely in or as a result of Road Traffic Collisions. We feel that as most apprentices are at the age where they are learning to drive, this is of the utmost importance. A chance to see the experts at work and the impact a split-second lapse of concentration can have on families and the wider community. A thought-provoking day.

How can you as an employer, be more actively involved?

As an employer, you will be involved in your Apprentices progress every step of the way. You will have access to their One-file learner portal where you can check on your apprentice's progress at your own convenience. You will also receive regular progress reports and have a designated client manager with whom you can discuss any changes or queries you may have.

You will have access to your Apprentice for any catch ups you may need, just book a room here at Elevated Knowledge for your meeting if you so wish.

You will get an invite to our Annual Employers Golf Day, as well as our Annual Apprentice Awards Evening with our fantastic and inspirational guest speakers. Your company will also get the opportunity to sponsor an Award for the evening.

Join us, join in and be part of the Elevated Knowledge family!

Technical Skills & Commercial Courses at Elevated Knowledge

Elevated Knowledge Ltd. (EKL) offer excellent technical skills training for various industrial sectors and delivering internally and nationally accredited programmes.

We offer bespoke engineering up-skilling across the UK, incorporating theoretical and practical workshop training either at our training centre in Stockport or on-site at your premises nationwide. We offer a full range from short 1 day courses to 5 day programs that can be further enhanced with work based NVQ 3 training to give you the all-round bespoke qualification.

EKL provides specialist training services nationally and globally with many large multi-national companies especially in the Apprenticeships, Industrial Safety, Supervisory and Skills Development areas.

EKL recognises that training needs to be flexible and to cover a range of technical needs. We run scheduled course programmes throughout the year covering mechanical and electrical maintenance multi-skilling, welding, machining, pneumatics and hydraulics. These can be enhanced by offering Engineering NVQ 2 and 3 units if required. We are able to tailor programmes to your own requirements to develop and improve maintenance technician competency and skills.

If this is something you would like to consider please contact Katie Potes our Technical Skills Sales Manager on 0161 475 5840 / 07702 880655 or email us at katiepotes@elevatedknowledge.co.uk

Safety & Compliance

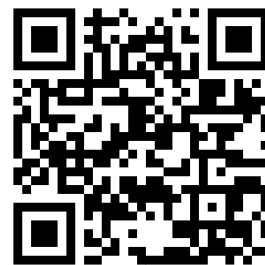
Improving electrical safety and operator awareness is an important area of plant operations. We offer a variety of safety and compliance courses such as, 18th Edition Regulations and updates, PAT Testing, Hand & Power tools, Electrical Safety and Fundamentals of Electricity courses.

Mechanical Maintenance	5 Days	£1,200 + VAT per person	Dates:
w/c 15 th May 2023			
w/c 19 th June 2023			
w/c 24 th July 2023			
w/c 21 st August 2023			
Fluid Power	3 Days	£720 + VAT per person	Dates:
5 th to 7 th June 2023			
Machining	5 Days	£1,200 +VAT per person	Dates:
Available on request			
Fitting and Safe use of Hand Tools Course	5 Days	£1,200 +VAT per person	Dates:
Available on request			
Welding in MiG, TiG & MMA	5 Days	£1,200 +VAT per person	Dates:
Available on request			

Electrical Courses

City & Guilds 2391 – Level 3 Award in The Periodic Inspection, testing and certification of Electrical Installations	5 days	£845 + VAT per person	Dates:
Available on request			
EAL Level 3 Award in The Periodic Inspection, testing and certification of Electrical Installations	5 days	£845 + VAT per person	Dates:
Available on request			
City & Guilds 18 th Edition	3 days + exam	£395 +VAT per person Plus £52 C&G Registration Fee	Dates:
22 nd to 24 th May 2023 (Exam 25 th May)			
24 th to 26 th July 2023 (Exam 27 th July)			
21 st to 23 rd August 2023 (Exam 24 th August)			
Electrical Safety	1 day	£240 + VAT per person	Dates:
15 th May 2023			
10 th July 2023			
18 th September 2023			
Fundamentals of Electricity	3 days	£720 + VAT per person	Dates:
16 th to 18 th May 2023			
11 th to 13 th July 2023			
19 th to 21 st July 2023			
Single & 3 Phase Motor Controls & Drawings	3 days	£720 +VAT per person	Dates:
19 th to 22 nd March 2023			
17 th to 19 th March 2023			
C&G 2377 – Level 3 Award in the In-Service Inspection and Testing of Electrical Equipment (PAT)	3 days + exam	£395 +VAT per person Plus £72 C&G Registration Fee	Dates:
Available on request			
Inverter & Soft Starter Programme	3 days	£720 + VAT per person	Dates:
24 th to 26 th April 2023			
Electrical Duty Holder	1 day	£240 + VAT per person	Dates:
28 th July 2023			

All scheduled courses are available to pre book. Should you require a more bespoke course, group booking or on-site training then contact us for quote. Please note: Additional costs may be incurred due to location for on-site training.



Scan me to go
to EKL Website



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