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## **Guidance Notes – Employer/Course Manager**

### *Employer Guide to Apprenticeships – ENGLAND ONLY*

An apprenticeship is a way for young people and adult learners to earn while they learn in a real job, gaining a real qualification and a real future. Hiring apprentices help businesses to grow their own talent by developing a motivated, skilled and qualified workforce. Apprenticeships are available to businesses of all sizes and sectors in England, and can last anything from 12 months to 4 years.

The Apprenticeship Reform is being driven by the employer. They are simplifying apprenticeships by replacing complex frameworks with simple standards, written by employers in a language they understand. To increase the quality of the apprenticeships a more rigorous, graded, end point test will have to be completed. This is to ensure the apprentice is fully competent in the complete range of tasks and skills required to be a qualified greenkeeper.

Most of the training is on-the-job, working with a mentor to learn job specific skills in the workplace.

Off-the-job training will depend on the occupational area, the training provider and the requirements and wishes of the employer. This training may be delivered in the workplace, through 'day release' or at premises away from the working environment.

### **What You Need To Know as an Employer**

#### ***Benefits to the Club and the Team***

The benefits of apprenticeships are becoming increasingly obvious to more and more Golf Clubs. It is a fact that apprenticeships develop a motivated, skilled and qualified workforce. Businesses that offer apprenticeships view them as beneficial to their long-term development.

#### ***Cost to the club***

For every £1 the employer contributes towards the Apprentice's training and assessment, the Government will contribute £2.

The cost of the training is agreed between the Golf Course and the training provider. The price will vary depending on the needs of you and your apprentice.

**The Golf Greenkeeper Apprenticeship Standard has been allocated Government funding up to a maximum of £6000 per apprentice plus the above incentives.**

***Is there any extra funding available?***

Yes! Additional payments will be made if your apprentice is 16-18 years old (£1800), if your company employs less than 50 people (£900) or if your apprentice successfully completes their apprenticeship (£900).

For more information visit <https://www.gov.uk/government/publications/future-of-apprenticeships-in-england-guidance-for-trailblazers>

***How do I employ an apprentice?***

Recruit your apprentice by local advertising or by using the matching service that is provided by the Government  
<https://www.gov.uk/search?q=find+an+apprentice>.

An apprenticeship agreement must be set up that details the responsibilities of you as the employer, the apprentice and the training provider. The template can be found at <https://www.gov.uk/government/publications/apprenticeship-agreement-template>

For more information on employing an apprentice go to <https://www.gov.uk/take-on-an-apprentice/overview>

***Registering an Apprentice***

All apprentices have to be registered with an Approved Training Provider. A list of Approved Training Providers can be found at [www.the-gtc.co.uk](http://www.the-gtc.co.uk) or City & Guilds website.

Training is carried out 'on the job', with the support of the Employer, Training Provider and chosen mentor. An agreement is drawn up between yourselves and the Training Provider which also details the assessment process. The lead provider (main Training Provider) will help co-ordinate the funding and delivery of the apprenticeship.

***Who provides the training?***

A training programme will be drawn up between the Employer, Training Provider, Apprentice and Supervisor. As the majority of the training is carried out 'on the job', the Supervisor and Employer will have a huge input to the Apprentice's training. The Training Provider will deliver the educational aspect of the apprenticeship and give guidance to the Employer and Supervisor.

***How long does it take?***

The length of an apprenticeship will vary depending on the needs of the individual. All apprenticeships will last for a minimum of 12 months.

### ***What are my responsibilities as an employer?***

#### **Pay and conditions for apprentices**

You must pay apprentices at least the minimum wage rate.

You must pay your apprentice for time spent training or studying for a relevant qualification, whether while at work or at a college or training organisation.

You must offer apprentices the same conditions as other employees working at similar grades or in similar roles. This includes:

- paid holidays
- sick pay
- any benefits you offer, eg childcare voucher schemes
- any support you offer, eg coaching or mentoring
- Health and Safety

### ***What happens when the Apprenticeship is completed?***

On achievement, the trainee will be a fully competent golf greenkeeper and a valuable member of the team.