

Apprentices for Business

The low risk, cost effective way
to employ your junior staff.

Apprentices for Business (A4B) is a not-for-profit organisation, providing businesses with a simple, professional and cost-effective solution to recruiting high-calibre apprentices.

Our mission is to both increase the number of job opportunities available to young people and support the economic growth of business through apprenticeships.

The initiative has been created through a partnership between the London Apprenticeship Company and some of the largest FE Colleges in Hampshire and the South East and is fully endorsed by the National Apprenticeship Service (NAS) and Local Enterprise Partnerships (LEPs).

Frequently asked questions

What is the Apprentices for Business offer?

We provide a 'one-stop, end-to-end service' for employers and job-seekers that is both flexible and innovative.

Who employs the apprentice?

Apprentices for Business is an Apprentice Training Agency (ATA), whose services provide companies with a completely different approach to the recruitment and employment of apprentices. Apprentices for Business are the legal employer; we then place our apprentices with a suitable 'host' company. Similar to a recruitment agency, our ATA model manages all of the HR, payroll and employment functions, relieving the host employer of the administrative burden involved in taking on a new member of staff.

Who organises the training?

We source and arrange the training for each apprentice, liaising with Colleges and training providers to ensure a high quality training programme to match the job requirements of your apprentice. The employer can collaborate in the process, but bears no responsibility for sourcing and arranging training.

Who supports the apprentice?

Every apprentice is assigned an Apprentice Coordinator (AC) who supports and mentors the apprentice throughout their Apprenticeship, meaning that any issues relating to work or training can be resolved quickly and efficiently through one point of contact. Both host companies and apprentices have commented on how invaluable the role of the AC is throughout the Apprenticeship.

Roy Piggott / 07766 686193

Tim Ponsford / 07528 921129

Paul Lamacraft / 07766 521734

General enquiries / 0207 963 8548

www.apprenticesforbusiness.co.uk

info@apprenticesforbusiness.co.uk

Apprentices for Business

What are the benefits?

Dedicated support from our Business Development team:

A Business Development Executive will liaise with you to tailor a bespoke recruitment strategy based upon your needs. This guarantees simple, straightforward communication with one person throughout the process.

Freedom from HR and Payroll responsibilities:

You choose the best candidate for the job but we employ them on your behalf, managing all the HR and payroll functions.

Complete autonomy over Apprentice wages:

You define the wage and we simply invoice you for the hours that the Apprentice works with you (plus the time they spend in training).

Free advertising and PR opportunities:

Apprentices for Business work with you to create a detailed and attractive Job Description, which is then advertised for free on a variety of national and local recruitment websites to attract a wide range of suitable applicants. Apprentices for Business will also promote your business through our own website and social networking sites by using your logo and any testimonials you might want to share about your experience as a host employer.

A shortlist of exceptional candidates:

Apprentices for Business manage the application and short-listing process. All our applicants are screened and assessed by our experienced team, making sure that you don't waste time and money interviewing unsuitable candidates. We can be as flexible as you want during the interview and shortlisting process and always work with you to secure the best possible Apprentice for your business.

A boost to your Corporate Social Responsibility:

As well as making good business sense, providing a young person with their first job opportunity is often cited by employers as one of the most rewarding things they have been involved with as an employer. Hiring an apprentice is a low-risk, cost-effective way to employ your junior staff and is also a great way of meeting your CSR agenda.

Flexibility:

Our service is extremely flexible and focussed around making life easier for the host employer. Because the employment status of each apprentice is central to us, similar employers are able to share a single apprentice and do not necessarily have to commit to offer 37+ hours per week themselves. This makes managing staffing budgets and short-term recruitment needs much more manageable.

How does it work?

Hosting an apprentice through Apprentices for Business really is a simple and straightforward process that can be summarised from inception to completion in the stages below:

- **You meet with a member of the A4B Business Development Team**
- **We agreed the Job description and wage**
- **A4B advertise the position and manage the applications**
- **A4B interview and screen candidates, then send you a shortlist of the best candidates**
- **You select the candidates you wish to meet and A4B schedule interviews**
- **You select who you wish to appoint and A4B make the offer**
- **Apprentice contracts with A4B**
- **A4B carry out a Health & Safety check at your premises**
- **Apprentice starts work for you**
- **A4B organise training induction with an approved College or Training Provider**
- **Apprentice Coordinator continues to support apprentice and Host throughout apprenticeship**



**Apprentices
for Business**

Further information:

Training:

Apprentices for Business work closely with the FE Colleges who provide the high-quality training that forms part of the Apprenticeship so you don't have to worry.

There are over 200 apprenticeship frameworks that can be delivered, and A4B will work out which is best suited to the job and which College would be best placed to deliver that training.

Below are some examples of the most common frameworks currently being delivered by our training providers:

- **Business Administration**
- **Customer Service**
- **IT**
- **Marketing**
- **Finance**
- **Engineering**
- **Hospitality**
- **Construction**
- **Trades**
- **Land based (horticulture, agriculture)**

Apprenticeship training can be delivered in a variety of different ways, including day-release, block-release or remotely (entirely within the workplace).

Delivery pattern is usually determined by which framework is being followed. Most technical apprenticeships, such as Construction or Engineering, usually require at least one day per week at College whereas 'office-based' apprenticeships, such as Business & Administration or Marketing are often taught within the host's premises.

Funding:

Apprenticeship training for 16-18 year olds is fully government funded, with no cost to the host employer. For Apprentices aged 19+ apprenticeship training is part-funded by the government and an employer will be expected to subsidise the remainder or the training fee. Individual College fees vary.



A4B works with:

EASTLEIGH COLLEGE
Learning for Success

BASINGSTOKE COLLEGE of TECHNOLOGY



Brockenhurst College



SPARSHOLT COLLEGE HAMPSHIRE
ANDOVER COLLEGE
... prepared for life



THE ISLE OF WIGHT
college




Newbury College



Roy Piggott / 07766 686193

Tim Ponsford / 07528 921129

Paul Lamacraft / 07766 521734

General enquiries / 0207 963 8548

www.apprenticesforbusiness.co.uk

info@apprenticesforbusiness.co.uk

Apprentices for Business

Apprentices for Business

Apprentice Case study

Customer Service Apprentice - Leo

Leo is doing a Customer Service Apprenticeship with 'Host' employer - Alias Hire, a broadcast hire company. The media aspect of Leo's new job suits his educational background and aspirations towards a career in the music, media and electrical engineering industries. The customer service training is developing his confidence and skills, giving him plenty of real and relevant experience to add to his CV.

"I really enjoyed college, I got a distinction for my BTEC in Music, but I'm glad I didn't end up going on to University. I'm a really practical person and by doing an apprenticeship I gain all this experience and earn a wage. The music and media industries are very hard to get into, so I hope the work experience and networking opportunities I get in this job will set me up for the future.

I gained a lot of technical experience at college but nothing to do with customer service. When I arrived at Alias Hire I wasn't at all confident answering the phones or dealing with their customers. I'm actually really pleased the apprenticeship is in customer service now, my employer teaches me everything on the technical side, which I really enjoy, and then I get to talk to people about it. I've learnt that if I sound confident then the customer is confident in our service. In two months I feel like I have grown up, I've learnt loads and I even enjoy answering the phones now.

After college I managed to get a few days work experience but couldn't find paid work, so I got a job in a Super Market, which I didn't enjoy much. People say that you don't earn much doing an apprenticeship, but I'm earning double the amount I got before. I feel like one of the team at Alias Hire. It's a small company, so I'm involved in everything. I hope I get to stay on here, but if not I know this apprenticeship will help move on in my career."

A message from the 'Host' - Alias Hire

"I would say to employers considering taking on an Apprentice that it is a step in the right direction for the development of any company! Not only that, regardless of any education you will always have to train, and this gives the Apprentice a real advantage to kick start a career. Alias Hire found out about London Apprenticeship Company through Westminster Kingsway College. Our experience of LAC has been that they are professional, helpful and understanding. We had never taken on an Apprentice before, Leo was our first, we needed extra staff and an Apprentice was a logical choice. We are delighted with our Apprentice and how things have turned out and taking on an apprentice again is something we will endeavour to do in the future".

Danny Dawson, Alias Hire

