



**poultec**  
the training specialists

# Apprenticeships

## *The Employers Guide*

*All your questions answered!*

*A guide to help make Apprenticeships work for your business*



*Passionate about Training & People*



- *We deliver training programmes that are tailored to your business needs.*
- *Our tutors have industry experience and knowledge.*
- *We have a reputation for delivering high quality training.*

Poultec Training has established a reputation for delivering high quality, industry specific training on a regional and national basis. This has only been possible by having high calibre, knowledgeable staff and excellent resources. Poultec remains competitive by ensuring that we not only meet but exceed the expectations of the companies that we work with.

Poultec prides itself in delivering training specific to the needs of both your business and your staff, which has resulted in us establishing long standing relationships with businesses in many industries.

We believe that by helping you recruit and train an Apprentice, we are helping you prepare your business for the future. We ensure that our training programmes give Apprentices the right skills for your business.

We deliver training in the following sectors:

**Agriculture/Poultry Production**  
**Business and Administration**  
**Butchery Training**  
**Clinical Support Services**  
**Contact Centre**  
**Customer Service**  
**Equine**  
**Engineering**  
**Fitness**

**Food Manufacturing**  
**Hairdressing and Barbering**  
**Hospitality and Catering**  
**Information Technology**  
**Leadership & Management**  
**Manufacturing**  
**Retail Skills**  
**Speedway**  
**Warehousing and Storage**

*“Why choose  
Poultec Training  
as your provider?”*

- *An Apprenticeship is a work-based training programme designed specifically around the needs of employers.*
- *An Apprenticeship is a nationally recognised qualification.*
- *You can use Apprenticeships to train both new and existing employees.*
- *Funding is available to train Apprentices.*

An Apprenticeship training programme lasts for at least one year and combines the delivery of training in the workplace by both the employer and the training provider and in some cases off-site with the training provider.

We deliver Apprenticeships at three levels:

- Intermediate
- Advanced
- Higher

The Apprenticeship training programme allows the Apprentice to gain a nationally recognised qualification, such as an NVQ. As well as industry specific training, an Apprenticeship also includes Functional Skills (Maths, English and in some cases ICT).

As Apprenticeships are work-based training programmes, most of the training is delivered within the work place – at your premises. The rest can be provided by a specialist learning provider, such as Poultec Training Limited.

As the employer you must give your Apprentices an induction into their role and provide on and off the job training. You are also responsible for paying your Apprentices' wages. Employment is expected to be for a minimum of 30 hours per week.

*“What is an  
Apprenticeship?”*



“Who pays for an Apprenticeship?”

## How does it work?

As part of the Apprenticeship reforms, an Apprenticeship Levy was introduced in May 2017 and is paid by employers with a payroll over £3million each year. Payments are held in a digital ‘Apprenticeship Service Account’ and can be used to fund Apprenticeship training provided by a government approved training provider. Employers with payroll bills of less than £3million each year can access funding via their approved training provider.

## Funding



## How will you pay?

### Paying for the Apprenticeship

#### Payroll of more than £3m

You will contribute 0.5% of your annual salary bill to your Levy account. The Government will add a 10% contribution to your account.

#### Payroll of less than £3m with more than 50 staff

You will contribute 10% of the agreed cost of the Apprenticeship

#### Payroll of less than £3m with fewer than 50 staff

You will contribute 10% of the agreed cost of the Apprenticeship unless the Apprentice is a 16-18 year old or a 19+ who is a care leaver or has an Educational Health Care Plan.

### Incentives

Subsidised training - £1.10 for every £1.00 paid in.  
£1000 cash paid to you for any 16-18 or eligible 19+ Apprentice (£500 at 3 months, £500 at 12 months)

Subsidised training- 90% of the cost of your Apprentice will be funded.  
£1000 cash paid to you for any 16-18 or eligible 19+ Apprentice (£500 at 3 months, £500 at 12months)

Subsidised training-either 100% or 90% of the cost of your Apprentice will be funded.  
£1000 cash paid to you for any 16-18 or eligible 19+ Apprentice (£500 at 3 months, £500 at 12 months)



- Apprenticeships help you attract new talent to your business.
- An Apprentice can be a vital element of your strategy to address current and future skills shortages.

Apprenticeships ensure that staff have the skills and knowledge to thrive today and in the future. An Apprenticeship provides a mixture of both on-the-job training and off-the-job training and can be tailored specifically to your business needs, so that your staff have the skill set that you require.

An Apprenticeship is a partnership between an employer, training provider and Apprentice. The employer provides employment, support and guidance for the Apprentice throughout their working day.

The training provider delivers an Apprenticeship training programme and the Apprentice is committed to working for you and taking part in their learning programme.

Like all employees, Apprentices must receive a wage (the National Minimum Wage for Apprentices), however many employers pay more, particularly as a stepped progression linked to performance. Apprentices have the same benefits, such as paid holidays, as your other employees.

*"How can an Apprenticeship help my business?"*

*"How to recruit an Apprentice?"*

- We are with you, every step of the way.
- We can help you find an Apprentice for your business.

We post all vacancies to the National Apprenticeship Service (NAS) online vacancy site, as well as adding them to our own website. Local schools and guidance advisers signpost potential applicants to NAS where they view and apply for the vacancies. Vacancies are also posted on our social media accounts; vacancies are always shared/retweeted by partner organisations.

We work closely with schools, careers services, Job Centre Plus and other organisations to help you find your future Apprentice for your business.

We will pass onto you the applications received, for you to select those for interview. Once you have selected your Apprentice and they commence employment we can then enrol them onto their Apprenticeship training programme.



- An Apprentice will work within your business developing their knowledge and hands-on skills.
- Further teaching of skills and knowledge is provided by Poultec, the training provider.
- Training is recorded in an e-portfolio.
- At the end of the programme you have a record of all that your Apprentice has learned and achieved.

Apprenticeships provide real jobs with training – they benefit both the individual and the employer by providing skills specific to the organisation. An Apprentice will work within your organisation learning hands-on skills and gaining knowledge.

Poultec Training will work with you to ensure that the Apprenticeship is tailored specifically to your work place and the Apprentice's role. Poultec will work with you to select an appropriate Apprenticeship framework or standard for your Apprentice. Poultec will deliver the Apprenticeship and record within an e-portfolio. The e-portfolio will be used by the tutor, learner and yourself to submit work and to monitor progress. It's important that the business gives sufficient time for the Apprentice to complete their tasks within their e-portfolio.

"What's involved in an Apprenticeship training programme?"

We deliver a wide range of nationally accredited professional courses. In addition to the accredited courses, we can also offer bespoke training tailored to your needs. For more information, please visit our website or call us on 01362 850983.

"Why not take advantage of the training that Poultec can offer?"

- Courses available:
- Allergens - Awareness
  - Allergens - Management
  - Auditor Training
  - COSHH Principles (CIEH Level 2 Award)
  - Environmental Awareness
  - Environmental Managment
  - Food Safety in Catering/Manufacturing/Retail (CIEH Level 1 Award)
  - Food Safety in Catering/Manufacturing/Retail (CIEH Level 2 Award)
  - Food Safety in Catering/Manufacturing/Retail - Supervising (CIEH Level 3 Award)
  - Food Safety in Catering – Management (CIEH Level 4 Award)
  - Food Safety in Food Manufacturing – Management (CIEH Level 4 Award)
  - Fire Awareness Training
  - Fire Marshall Training
  - First Aid (1 Day)
  - First Aid at Work (3 Day)
  - HACCP for Food Manufacturing (CIEH Level 3 Award)
  - HACCP - Principles (CIEH Level 2 Award)
  - Hygiene and Biosecurity (Farm and Hatchery)
  - Health & Safety for Poultry Workers
  - Health & Safety in the Workplace (CIEH Level 2 Award)
  - Health & Safety in the Workplace (CIEH Level 3 Award)
  - Health & Safety in the workplace (CIEH Level 4 Award)
  - Health & Safety - Machine Operators
  - Health & Safety - Retail
  - Health & Safety - Managing Safety (IOSH)
  - Manual Handling - Principles (CIEH Level 2 Award)
  - Poultry Quality and Yield Course
  - Poultry Welfare (All areas of industry)
  - Risk Assessment Principles and Practice (CIEH Level 3 Award)
  - Risk Assessment Principles
  - Safe Working in Agriculture and Production Horticulture (Lantra Awards Level 2 Award)
  - Training, Skills and Practice (CIEH Level 3 Award)
  - Ladder Safety
  - X-Ray and Metal Detector Training



**This is what some of the employers  
that we work with think about  
Poultec's Apprenticeship programmes**

"We initially started working with Poultec on a NEET's project after we'd heard of their excellent reputation and their understanding of a business like ours; they provide qualifications which suit our particular needs. We developed a really open and honest relationship with Poultec which we thought benefited both businesses very well; we then decided to further this by signing up some Apprentices.

We have really enjoyed working with Poultec and so have our learners; this shows in their very high achievement rates and motivation to progress further and further in their chosen career role. We would definitely come and work with Poultec again!"

Allison Miller  
AMT Fruit Ltd

**93%**  **Teaching**  
of our FE learners rate our teaching  
standards as between 9 & 10 out of 10\*

\*Source: FE Choices Learner Satisfaction Survey 2016-17

**Support**



**95%**

of our FE learners rate our learner  
support as between 9 & 10 out of 10\*

\*Source: FE Choices Learner Satisfaction Survey 2016-17

"We first came across Poultec Training when looking for a local provider for Business Administration Apprenticeships. Poultec really helped us with the whole recruitment process and made sure we were receiving the best standard of training that was being delivered by their excellent, on-hand tutors to aid our Apprentices further into their chosen career. Our Apprentices have really grown since they've worked with Poultec and we can really see how much their confidence has increased.

I always received first class customer service face-to-face and over the phone from the team. I would absolutely recommend Poultec; they respond to our business needs and requirements efficiently and have a good understanding of our Trust. They are always very friendly and professional and we really enjoy working with them."

Jane Stringer  
NHS

"We decided to choose Poultec to train our Apprentices, finding their details on the internet after receiving poor service from our previous training provider. The level of support provided by Poultec is fantastic; a hands-on tutor will come out and spend quality time teaching and assessing our learners – benefitting both them and us!

Our Apprentices are excellent – they are treated within the workplace as employees and complete work to the high standard of our existing admin team. When we recruit an Apprentice, we always plan for them to remain with us having completed their Apprenticeship.

I have developed a great relationship with Poultec; they have a good understanding of our business and are well connected with local schools and sixth forms. We will definitely be using Poultec again as the service to our business is very good, more importantly as is the service to our Apprentices."

James Claxton  
Wrightway Health

Poultec are rated at  
**95%**  
for employer satisfaction\*

\*Source: FE choices Employer Satisfaction Survey 2016-17

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"Poultec came recommended by a colleague who had previously worked with them. At the time, we had been looking for a local company that understood our aims in developing our people – Poultec matched this perfectly. The experience and service we had from day one was excellent, the facilities were industry leading and the use of technology to allow us to track the progress of our learners really attracted us to use Poultec.

All our learners have been able to apply their learning in the workplace and we've seen an increase in the performance and engagement of our employees as a result of the training. Our managers are now better equipped than ever to deal with new situations.

Poultec is one of the best training providers I've had the experience of working with. Everyone we speak to is professional and friendly – we cannot recommend Poultec enough to anyone considering partnering with a provider for Apprentices, and/or other training.

Michael Casanova  
eposnow

**750**  
Poultec has an average of  
750 Apprentices on  
programme each month

**3,500**

Over 3,500 learners  
completed awards with  
Poultec in the last 12 months

"Poultec was recommended to us through another company that we work with, having already known about their excellent reputation. After making initial contact with them, it was a no-brainer; they made the whole process so easy for us from recruiting an Apprentice to the training delivery.

As it's very important to us to make sure our learners are in the right role within the business, Poultec made it very easy for us to see where they would be best suited. We decided to employ three Apprentices, each doing slightly different jobs. All of our Apprentices have developed hugely throughout their training and are still continuing to grow, as well as we are.

We have thoroughly enjoyed working with Poultec, it is such a good organisation – it was clear that they were going to offer training which completely fits our requirements. Having worked with other training providers previously where the training was not up to standard, we know that the tutors and the quality of training at Poultec are unbeatable."

Billy French  
External Services

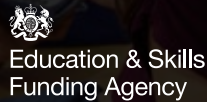
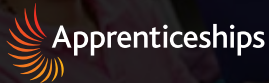
**Ofsted**  
Good  
Provider

"What do employers  
think of Poultec's  
Apprenticeship  
programmes?"





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Tel: 01362 850983

[www.poultec.co.uk](http://www.poultec.co.uk)

South Green Park, Mattishall, Dereham, Norfolk, NR20 3JY

Email: [enquiries@poultec.co.uk](mailto:enquiries@poultec.co.uk)

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