



# APPRENTICESHIP INFORMATION FOR PARENTS



## HELPING YOU GUIDE YOUR CHILD DOWN THE RIGHT CAREER PATH

Understanding all the facts regarding the various career options for *your* child is key to enabling *you* as a parent to provide the right support. In this article, *we* will provide *you* with all the important facts regarding **Apprenticeships** to ensure that *you* really understand how *your* child can enrol onto an **Apprenticeship** programme and how they will benefit from being on the **Apprenticeship** route.

### WHAT IS AN APPRENTICESHIP?

**Apprenticeships** offer the opportunity for learners to gain a nationally, and ever more increasingly internationally recognised level of training. The training that an **Apprentice** receives will be practical, employment related, and include on and off the job aspects.

**Apprentices** work alongside experienced staff whilst at the same time earning a salary.

### ARE APPRENTICES ENTITLED TO HOLIDAY PAY?

Yes. **Apprentices** are entitled to the same conditions as other employees that are not on an **Apprenticeship**. **Apprentices** are entitled to not only holiday pay, but they are also entitled to sickness pay and any specific benefits that their employer offers to their workforce in general. These benefits vary according to the employer.

## HOW MANY HOURS A WEEK DOES AN APPRENTICE WORK?

A full-time **Apprenticeship** involves on average a 35-hour working week depending on the particular employer. Many special protections from the government regulations for young workers under 18 will apply to **Apprentices**, for example:

- **Apprentices** are not allowed to work more than 40 hours per week
- Must not exceed 8 hours a day
- Must be given at least 12 hours off between shifts
- Have at least two consecutive days off per week

## EVENING WORK HOURS

Workers under 18 are not usually allowed to work at night, however, exceptions can apply in some circumstances.

Younger workers may work during the night if they are employed in a hospital or similar places of work, or in areas such as, advertising, sporting or cultural activities.

Younger workers may work between 10 pm or 11 pm to midnight and between 4 am to 6/7am if they are employed in:

- Agriculture
- Retail trading
- Postal or newspaper deliveries
- A catering business, hotels, public houses or restaurants
- A bakery

They may work when the work is necessary to, maintain continuity of service or production, or respond to demand for services or products.

## HOW MANY APPRENTICESHIP LEVELS ARE THERE AND WHAT ARE THEY EQUAL TO?

There are numerous levels of **Apprenticeships** available to apply for depending on current qualifications & skills. All **Apprenticeship** levels have an equivalent educational level:

Name	Level	Equivalent Education Level
Intermediate	2	5 x GCSE passes
Advanced	3	2 x A Level passes
Higher	4, 5, 6 & 7	Foundation Degree & above
Degree	6 & 7	Bachelors or Master's Degree

## HELPING YOU FIND AN APPRENTICESHIP

All providers and employers looking to deliver their own training need to be on the Register of Approved Training Providers (ROATP) and be subject to 'Education & Skills Funding Agency' (ESFA) quality arrangements and Ofsted inspections. *You* can find **Paragon Skills** on this register as an approved provider and we have been awarded a *Grade 2 from Ofsted - Good*.

## WHO WILL PROVIDE THE TRAINING?

Employers select their training providers from the *Register of Approved Training Providers* list which is part of the .GOV website. The purpose of this list is to ensure that all companies like **Paragon Skills** are offering learners the best support system and training available, whilst ensuring that they meet the high standards required from Ofsted.

## DO APPRENTICES PAY TAX?

Yes, if an **Apprentice's** salary is above the tax threshold, their employer will deduct this as part of their employers PAYE process along with a National Insurance contribution. However, if they are under 25 they are not required to make a Class 1 secondary National Insurance contribution.



## IS THERE AN ELIGIBILITY CRITERIA?

There are a number of entry requirements to consider when applying for an **Apprenticeship**:

- A learner can only start their **Apprenticeship** after the last Friday in June of the academic year in which they have their 16th birthday.
- They are not enrolled on another **Apprenticeship**, or another DfE funded FE/HE programme, at the same time as any new **Apprenticeship** they start.
- An **Apprentice** *must not* use a student loan to pay for their **Apprenticeship** (where an individual transfers to an **Apprenticeship** from a full-time further education or higher education course, and this course has been funded through a student loan, this loan must be terminated).
- Spend at least 50% of their working hours in England over the duration of the **Apprenticeship**.
- Have the right to work in England.
- A citizen of a country within the *European Economic Area (EEA)* (including other countries determined within the EEA or those with bilateral agreements), or have the right of abode in the UK, and have been ordinarily resident in the EEA (including other countries determined within the EEA or those with bilateral agreements), for three continuous years prior to the first day of learning.

Employers may ask for two or more GCSE grades (A\*-C) or equivalent. For some intermediate **Apprenticeships**, however, no formal qualifications are required. If you don't have GCSEs in English and Maths you'll usually be required to take a basic numeracy and literacy test.

## IS THERE AN APPRENTICESHIP GUIDE FOR PARENTS?

Yes, the .Gov website is a great source of information on **Apprenticeships** and they have also created the '*A Parent's Guide to Apprenticeships.*'

## HOW TO APPLY FOR AN APPRENTICESHIP WITH PARAGON SKILLS?

**Paragon Skills** offer **Apprenticeship** vacancies *nationwide* across multiple sectors. Search on our own **Apprenticeship** Vacancies page by adding your postcode & selecting the maximum distance you would be prepared to travel.

Select your qualification level (Level 2 or Level 3) and choose your preferred sector. Or, if you are searching for a specific vacancy you can input either the employer's name or a reference number. Then press search and view everything available according to your search criteria.



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