

APPRENTICESHIP GUIDE

A Guide to the EDA Apprenticeship Service for Wholesalers



Recruiting an apprentice or training a current employee on an apprenticeship





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The EDA is the trade association for electrical wholesalers in the UK, representing their interests since 1914.

The wholesale distributor is the essential link in the electrotechnical supply chain between manufacturers and professional contractors, electricians and installers. The EDA's mission is to provide insight, opportunities and services to members sustain their position as the essential link in the electrotechnical supply chain.

Electrical wholesalers join the EDA as Members, with manufacturers, solution providers and service providers joining as Affiliated Members.

Your membership gives you access to benefits which are grouped into four main areas.



Business Community, Events & Forums, Profile-raising, Support



Digitalisation, ETIM & EDATA



Training & Apprenticeships






Industry Insight & Representation

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Accuracy of information

While every effort has been made to ensure the accuracy of the information at the date of publication, there can be changes to the apprenticeship policies by respective governments in England, Wales, Scotland and Northern Ireland, often at short notice, which may affect the accuracy of the information provided. Whilst every attempt will be made to update this guide the EDA cannot be made liable for the accuracy of any information printed and stored or in any way interpreted and used by a user. You'll find the date of publication of this guide on the front cover so please check that you are referring to the most recent version. If you have any questions please contact the EDA on 020 3141 7350.



 This publication is an interactive PDF with clickable links connecting you to online information.



Where you see this symbol there is a link giving you direct access to additional information online. Should you wish to access the information on another device, or at a later time, the complete list of links is also shown below.

- #1** www.eda.org.uk/support-and-resources/power-it-up
- #2** www.eda.org.uk/training-apprenticeships/eda-apprenticeships-plus
- #3** www.eda.org.uk/training-apprenticeships/apprenticeship-fact-sheets

EDA APPRENTICESHIP SERVICE:

Your access to a team of experts

This guide is for managers interested in using the EDA's Apprenticeship Service. You'll find all the information you need to consider before taking on an apprentice, your options and the commitment needed, related costs, and how the service works.

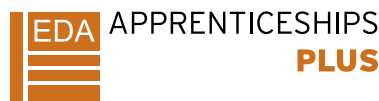
One of the EDA's top priorities is to promote a culture of education and training amongst its Members and Affiliate Members. As a Member (wholesaler) or Affiliate (manufacturer, service provider or solution provider) of the EDA you have access to life-long learning and a wide range of training opportunities that span from the day of joining the sector to the day of retirement (and beyond).

Some EDA businesses have in-house resources with the capacity and expertise to navigate the apprenticeship landscape, but many do not. Our Apprenticeship Service means every EDA business – large or small – has equal access to experts on apprenticeship recruitment, funding, contracts, training providers and End Point Assessment Organisations (EPAO).

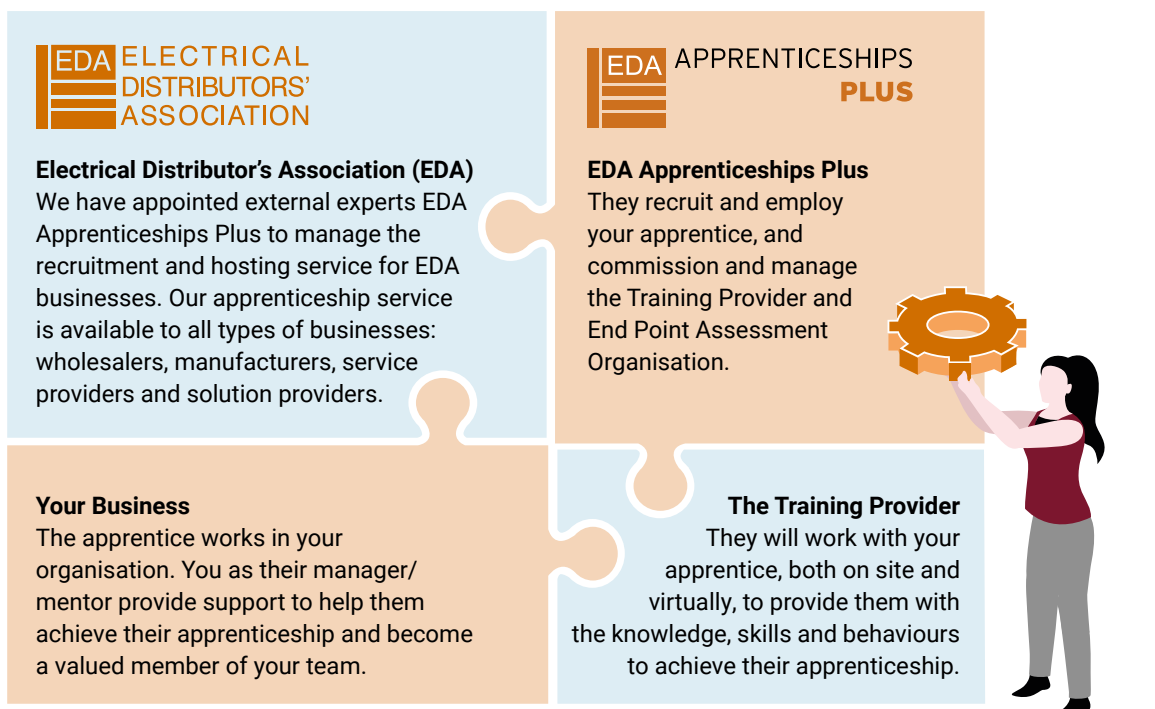
Introducing our partners: EDA Apprenticeships Plus

The EDA partners with an external team of experts in apprenticeship management and delivery – EDA Apprenticeships Plus. They offer a menu of services – including the very popular Hosting Service – all of which are explained in this guide.

EDA Apprenticeships Plus is a Flexi Job Apprenticeship Agency or FJAA for short. A FJAA is specifically designed to support businesses that want to take on an apprentice without the additional work that goes with taking on a new employee. An FJAA can employ an apprentice on your behalf.



The partners involved in the delivery of the EDA's Apprenticeship Service



Apprenticeship myth busting

MYTH

APPRENTICESHIPS ARE ONLY FOR SCHOOL LEAVERS

Apprenticeships are available to people of all ages 16 or over. They are great for gaining extra knowledge within an existing job role, securing a new job or even changing careers.

APPRENTICESHIPS ARE FOR THOSE WHO DID NOT DO WELL AT SCHOOL

MYTH

Apprenticeships are available for all school leavers. They are a great route into permanent employment. It allows individuals to earn whilst they learn in their chosen industry, gain valuable experience and kick start their career.

APPRENTICESHIPS ARE ONLY AVAILABLE IN MANUAL INDUSTRIES

Apprenticeships are available in a wide range of industries. There are, on average 23,000 apprenticeship opportunities listed on the Government find an apprenticeship website every month.

MYTH

MYTH

APPRENTICES DO NOT EARN MUCH

Apprentices must always receive the national minimum wage for their age. Individuals who have completed an advanced apprenticeship earn between £77,000 and £117,000 more over their lifetime than similar individuals with level 2 qualifications. While those completing higher (degree level) apprenticeships can see increased earning of an estimated £150,000 over their lifetime.



Why apprenticeships are important for UK businesses

Hiring new apprentices, or upskilling existing staff using apprenticeship training, can help businesses succeed. It is a productive and effective way to grow talent and develop a motivated, skilled and qualified workforce. Apprenticeships benefit employers and individuals and, by boosting the skills of the workforce, they help to improve economic productivity.

Businesses get a direct financial return on the up-front investment they make in training and staffing costs.

Apprentices perform productive work while completing their apprenticeship, and there are savings to be gained from lower recruitment costs and lower salaries. For non-apprenticeship levy-paying businesses, 95 per cent of training costs for apprentices are government funded. There are also indirect financial returns arising from employing apprentices. For example, high staff morale is a known benefit of employing apprentices, as is increased productivity and therefore higher profits overall. Members of the public are also willing to spend more with businesses that they see as socially responsible, including apprentice employers.

74%

of employers said apprenticeships helped them improve the quality of their product or service

78%

of employers said apprenticeships helped them improve productivity

86%

of employers said apprenticeships helped them develop skills relevant to their organisation

92%

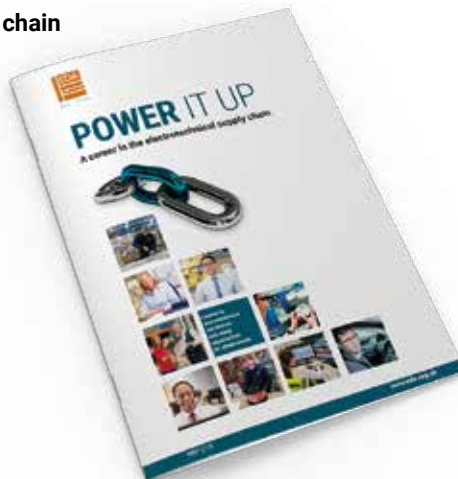
of employers said apprenticeships lead to a more motivated and satisfied workforce



Statistics source:
www.apprenticeships.gov.uk/employers/benefits-of-hiring-apprentice

A new resource from the EDA to help you welcome your apprentice

POWER IT UP: A career in the electrotechnical supply chain is our sector guide for new and potential employees. Created in conjunction with EDA businesses it showcases the job roles and opportunities available across the whole of the electrical wholesaling supply chain. You can download the guide from the EDA website where you can also order printed copies.



**DOWNLOAD A DIGITAL VERSION
OR ORDER A PRINTED COPY**



A real job with training built in

An apprenticeship is a real job (not a work placement or temporary contract) with a structured programme of training and skills development built in.

An apprentice can be any age from 16 upwards. Apprenticeships are not only for entry level job roles, or for those who are “less academic”, they are for every step in the career journey. For example, in England apprenticeship programmes are available right up to Level 7, which is degree level, and cover over 700 job roles.

An apprenticeship is not a qualification in its own right. It is a paid job with training that fits the criteria for a specific role. The apprentice may work towards one or more qualifications as part of their apprenticeship. The apprentice will develop their knowledge, skills and behaviours through a wide mix of learning in the workplace with formal training from a Training Provider.

An apprentice will:

- work alongside experienced staff
- gain job-specific skills
- earn a wage and get holiday pay
- be given time for study related to their role

Once an apprentice completes their apprenticeship, they should be able to demonstrate that they can perform tasks confidently and completely to the standard set by the industry.

Apprenticeship differences across the UK

In the UK, each country handles apprenticeships differently. The scope and content of each apprenticeship training programme is specified by the home nation government.

In Scotland, Wales and Northern Ireland there are around 80 apprenticeship frameworks. The priority for each of these countries is to increase the skills of those starting work in the 16 - 24 age group. In Scotland and Northern Ireland apprenticeship funding for the over 25s is very limited.

Turn to pages 13 & 17 for more details on the apprenticeship offer in each country in the UK.

Two routes to apprenticeships

1. RECRUIT

Recruit a new team member straight on to an apprenticeship

2. UPSKILL

Upskill an existing member of your team. When using apprenticeship training to upskill existing staff there is no change to the employee's status or salary (unless of course you want to increase their salary).

How an apprenticeship is structured

Apprentices spend 80 per cent of their time (based on a 30 hour working week) doing their job in your business, learning as they work alongside colleagues and, most importantly, their workplace mentor. A good mentor or buddy will be invaluable to your apprentice’s development. This does not necessarily need to be a manager – in fact, it helps the apprentice to have another point of contact in the organisation to help with both technical questions and any other advice they need. Whomever it is will need to have the time and commitment to pass on skills, knowledge and experience to help the apprentice develop into a fully-fledged member of your team.

Off-The-Job (OTJ) training

The equivalent of 6 hours work time per week must be spent on Off-The-Job training or OTJ for the duration of the apprenticeship. It is a condition of government funding that you give the apprentice time away from their role to do their training and this includes the time spent with their tutor. Any learning undertaken outside of working hours cannot be counted towards OTJ training.

The tutor will come from an approved list of training providers delivering on the EDA Apprenticeship Service. As the manager of the apprentice you will work with the tutor to plan a suitable OTJ training programme.

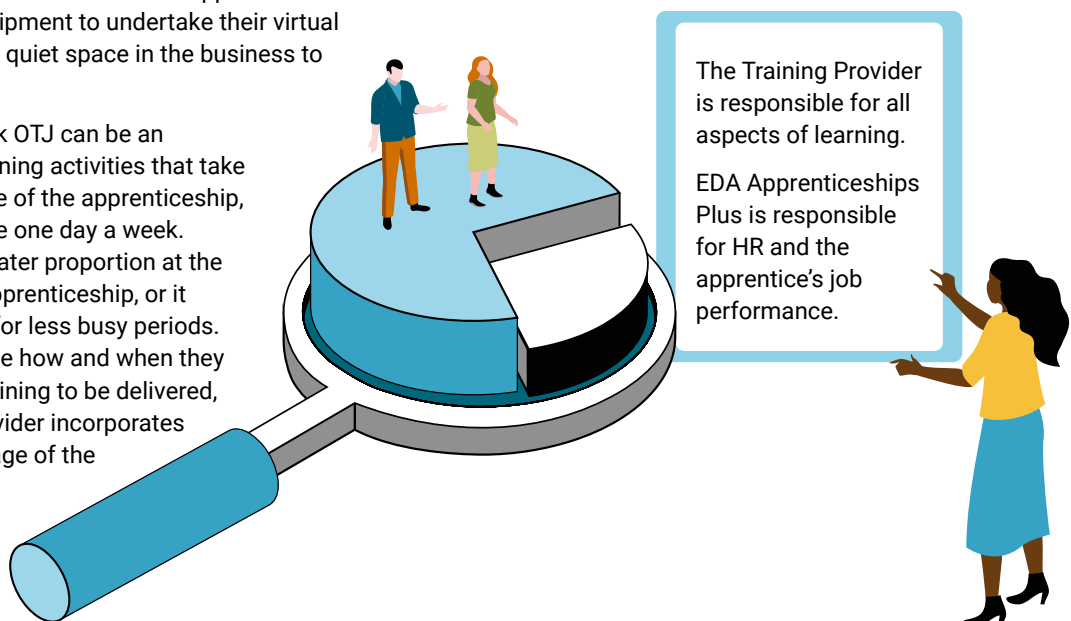
The tutor will typically offer a blended delivery approach: virtual training and face-to-face at your premises. You need to ensure that the apprentice has access to IT equipment to undertake their virtual learning, as well as a quiet space in the business to complete it.

The 6 hours per week OTJ can be an accumulation of learning activities that take place over the course of the apprenticeship, it does not have to be one day a week. There could be a greater proportion at the start or end of the apprenticeship, or it could be scheduled for less busy periods. Employers can decide how and when they want Off-The-Job training to be delivered, and the Training Provider incorporates this at the design stage of the apprenticeship.

Ideas for Off-The-Job (OTJ) training

OTJ is about ensuring that you provide your apprentice with regular opportunities to engage and learn, in addition to completing the tasks and duties in their job role.

- Individual study time to complete coursework
- Studying an EDA Product Knowledge Module
- Health and safety training
- Shadowing a colleague’s role and writing a reflection
- Reading trade publications or watching trade videos
- E-learning opportunities
- Product training events
- Attending a work-related talk, demonstration or competition
- Visits to other businesses or branches to see how they work
- Participating in a forum relevant to their role and industry
- Practising a skill that they are working towards
- Attending webinars on industry topics
- Attending industry shows
- Workplace 1:1 performance reviews



Apprenticeship duration

All apprenticeships must last at least one year, but the actual duration depends on the guidance provided by the Institute for Apprenticeships and Technical Education, the apprenticeship level, the attendance rate of your apprentice (eg holidays and sickness), the speed at which they complete their learning and the duration of the End Point Assessment activity.

This can mean that a one-year apprenticeship could take 18 months to complete when everything is factored in. When planning your workforce, adding an extra 6 months to the published apprenticeship length would be prudent.

Training Providers

EDA Apprenticeships Plus appoints the Training Provider from their approved supplier list. The choice depends upon the Training Provider's area of specialism and their proximity to your business. EDA Apprenticeships Plus engages only with those that have Ofsted Good or Outstanding status.

The Training Provider is responsible for all aspects of learning. They will appoint a tutor who will work with the apprentice either virtually or face-to-face at your premises. This can be a combination of both known as blended activity.

The tutor ensures that the apprentice gains the necessary skills, knowledge, and behaviours to become an effective member of your team and to pass their apprenticeship.

The Training Provider will meet with you to discuss the apprentice's progress, and these regular meetings (typically monthly) should be agreed in advance. **Please make time to speak with the tutor, it is an important part of ensuring that your apprentice is progressing and meeting the required standards.** If you or your apprentice cannot make the agreed date / time please let them know at least one day before.

Functional Skills

Functional Skills are the fundamental English, Maths and IT skills that people need for their working and personal lives.

The Training Provider will carry out assessment activities with your apprentice to understand what level of English, Maths and IT they are working at.

A Functional Skills qualification will be delivered alongside the apprenticeship if the apprentice cannot show a GCSE qualification (or equivalent) at grade 4 (equivalent to the old grade C) or above. This is additional to the apprenticeship Off-The-Job training hours.

If required, Functional Skills training will take place in the first 6-9 months of the apprenticeship.

Achieving a Functional Skills qualification demonstrates that an apprentice has all the skills they need in English, Maths and IT to be able to engage with their programme. They help apprentices to develop and secure the broader range of aptitudes, attitudes, and behaviours.



Your commitment to the apprentice

If you are recruiting a new apprentice please remember that they do not come to you as experienced team members ready to hit the ground running. For apprentices aged 16-18 and fresh out of school or college, the apprenticeship with your business is likely to be their first full-time job. They will need a period of adjustment to get used to the differences between education and the workplace. This can also apply to older apprentices.

In our experience, some immediate differences that apprentices encounter early on are:

- A longer working day
- Commuting to work and using public transport
- The expected format of communications such as email and reports
- Understanding appropriate dress, attitudes and behaviours
- Not knowing who to ask when they have a problem, or not feeling comfortable asking
- Not knowing what to do when they finish a task or project
- Lack of confidence in the workplace
- Not knowing health and safety welfare arrangements in the workplace

Using the following guidelines will get you off to a good start and show your commitment to supporting your new apprentice:

- Take the time to set expectations and give advice as early as possible to help with the transition.
- Have clear guidelines from the outset and consider including them as part of your apprentice’s business induction.
- Hold regular meetings with your apprentice to give them the opportunity to ask any questions, and for you to provide advice and guidance when needed.

As a manager you must provide the apprentice with the opportunity to succeed on their apprenticeship. This may sound obvious, but sometimes the day-to-day pressures of running a business mean that an apprentice’s training time can be cut short. Please remember, apprenticeship training is government funded and you are therefore bound by contractual commitments including:

- Providing a safe working environment, safeguarding protection and welfare support to the apprentice;
- Completing a Health & Safety appraisal with the training provider and carrying out any identified actions;
- Providing a copy of your employer’s liability insurance to the training provider;
- Providing a work placement for the full duration of the apprenticeship;
- Providing the apprentice with enough hours each week to undertake regular training;
- Contributing to apprentice/tutor progress reviews;
- Supporting the apprentice to attend all examinations/assessments relating to the course.

Please think carefully about the support the apprentice will need and who in your team will be their line manager. The apprentice’s manager/mentor will also need to build time in the diary for the regular meetings with the Training Provider/tutor to review the apprentice’s progress and identify additional activities to stretch and challenge them.

Whilst we hope everything goes smoothly, you will also need to spend time liaising with your Account Manager at EDA Apprenticeships Plus for monthly reviews and to resolve any difficulties you may be experiencing with your apprentice. You will find a full list of your EDA Apprenticeships Plus Account Managers on the EDA website

TO CONTACT THE TEAM AT EDA APPRENTICESHIPS PLUS



Your relationship with the Training Provider and tutor

Meeting the tutor on their first visit to your organisation and discussing the ground rules in relation to booking meetings / visits is essential. If everyone is clear about the process at the start it will save a lot of problems.

Please make it your business to build a relationship with the tutor, and to understand what they are covering at each apprentice training session.

You should also schedule regular catch-up meetings to monitor the progress of your apprentice and discuss how the apprentice is performing on their training versus their performance on the job.

The dates and times of these visits will typically be arranged with your apprentice who, especially if they are new to working life, may not appreciate the need to keep you fully briefed.



Apprenticeship wages, training costs, subsidies and cash from government

The Hosting Service is one of the most popular ways EDA businesses can take on an apprentice. The Hosting Service is explained in more detail on pages 14 & 15.

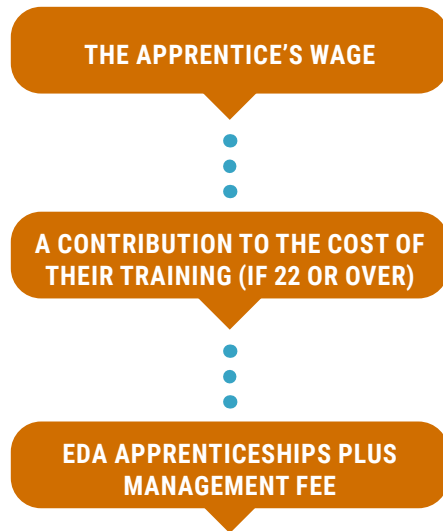
If using the Hosting Service the recruiting manager agrees the wages of the apprentice with EDA Apprenticeship Plus. EDA Apprenticeships Plus will pay the wages to the apprentice, invoicing you monthly.

The cost of the apprentice’s training (a figure which is set by government) has to be funded but for many businesses, particularly SMEs, this is paid for by the Government. For example, an apprenticeship training fee can be anything from £3,500 up to £27,000 depending upon the length and level of training, but most businesses in England only pay 5 per cent of that fee. If your apprentice is under 22 years of age you won’t even pay this, it is 100% funded. For example, the Trade Supplier Level 2 Apprenticeship, which is available only in England, costs £4,000 but non-levy businesses pay just 5 per cent of this fee if their apprentice is 22 years or older: £200 (or £0 if the apprentice is 21 or younger) for a package of training that would cost £4,000 is great value. This is known as the co-funded contribution. Government subsidies for apprenticeship training in Scotland, Wales and Northern Ireland may vary. Please check the prevailing rates by calling the EDA on 020 3141 7350.

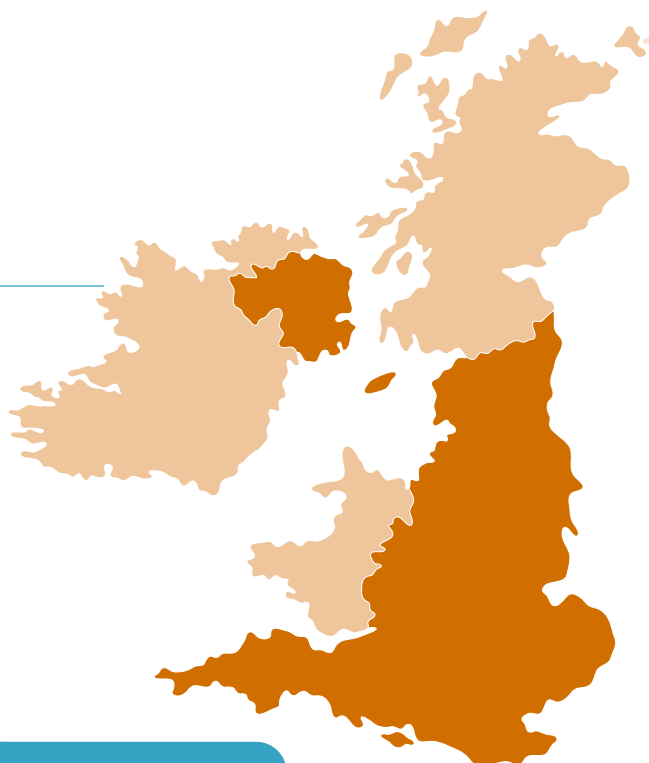
EDA Apprenticeships Plus charges a management fee of 10 per cent of the apprentice’s wages if you use their Hosting Service. You will find more about this on page 14.

It is worth remembering that occasionally governments offer businesses financial incentives to employ apprentices. Keep your eye on the EDA website www.eda.org.uk where we’ll post the latest information on financial incentives for businesses.

In summary, you’ll need to factor in:



Apprenticeship funding in the UK



ENGLAND

Apprenticeships

If you are a business with an annual pay bill of more than £3 million, you will be contributing to an apprenticeship levy. You will access these funds to pay for your apprenticeships.

If your business's annual pay bill is less than £3 million, or if your levy pot has run out, you will pay 5 per cent of the cost of the apprenticeship standard.

Each apprenticeship has a value which is set by government and you can view this on the Institute for Apprenticeships website (Apprenticeship standards / Institute for Apprenticeships and Technical Education).



SCOTLAND

Skills
Development
Scotland

The Scottish Government contributes towards the cost of training and assessing apprentices. The total amount paid depends on the type of apprenticeship, the qualification level and the age of the apprentice. The contribution is usually in the range of £800 - £2,200. For those who are disabled and care-experienced, there is an enhanced funding contribution up to and including age 29.

When you select a learning provider to carry out the training, the Scottish Government will make contribution payments directly to them.

A contribution table is available on the Scottish Apprenticeship website www.apprenticeships.scot.



NORTHERN IRELAND

Department for the
Economy
www.economy-ni.gov.uk

SKILLS | APPRENTICESHIPS
TO SUCCEED

For apprentices aged 16-24, the cost of the training element of the apprenticeship is funded by the Department for the Economy (DfE).

For employees aged 25 and over, 50 per cent of the costs of training are funded by the DfE. Adults aged 25 and over may only undertake apprenticeships in occupational areas that are economically important in Northern Ireland.



WALES

Prentisiaethau Apprenticeships

The Apprenticeship Programme in Wales is funded by the Welsh Government. Employers are required to pay the apprentices salary, but training costs are supported.

Businesses of all sizes and across all sectors are eligible.

An apprentice will be required to follow an approved Welsh Apprenticeship Framework which is delivered by an approved training provider.

The EDA Apprenticeship Service: packages of support to choose from

1. The FJAA Hosting Service

EDA Apprenticeships Plus will scope, recruit, and provide a full employment service to support you and the apprentice for the duration of the apprenticeship. EDA Apprenticeships Plus will employ the apprentice and you host them in your business. This employment service is paid for by a monthly management fee based on 10 per cent of the salary paid.

An EDA Apprenticeships Plus Account Manager will work with you to find the most suitable apprenticeship training for the job role, and will make all arrangements with the training provider and tutor.

Further guidance on fees for specific apprenticeships can be found in our library of apprenticeship fact sheets:

The EDA Apprenticeship Plus Hosting Service includes:

- A full recruitment service including shortlisting candidates, initial interviews (if required) and arranging the interview schedule for you
- Information, Advice and Guidance (IAG)
- HR, payroll and full employment processes and paperwork
- Identifying the most suitable apprenticeship pathway/qualification
- Sourcing and introducing the training provider, including arranging their contract and monitoring their performance
- Performance management of the apprentice
- Financial incentive applications
- Individual support and guidance for the recruiting manager.



ALL FACT SHEETS ARE AVAILABLE TO DOWNLOAD FOR FREE HERE



The Hosting Service is not always available across the home nations due to policy/funding changes.

Apprenticeship fact sheets for managers

There are hundreds of apprenticeship options across the UK, and the apprenticeship training you choose will vary depending on your business and the job role. For some of the most popular apprenticeships for EDA businesses, there is a library of apprenticeship fact sheets at www.eda.org.uk to help you make the right training choice.

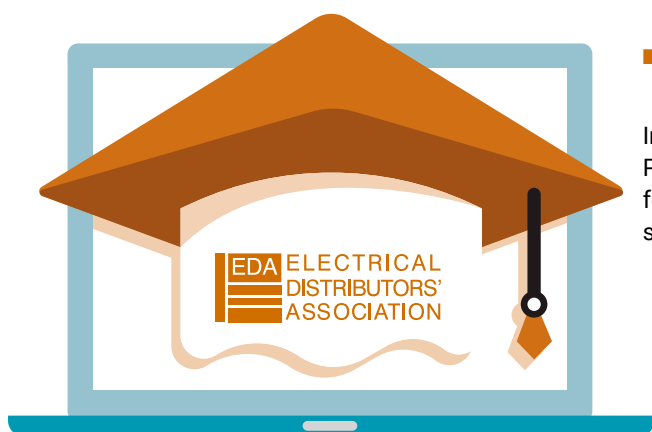
2. The Recruitment & Sourcing of a Training Provider Service

If you prefer to employ your own apprentice, rather than use our Hosting Service, EDA Apprenticeships Plus can recruit (but not appoint) the apprentice for your business. They will also source the training provider, access the funding and identify the most suitable apprenticeship pathway for your apprentice.

The cost of this service is £895 (from 1/9/22) per role or £325 (from 1/9/22) if recruitment is not needed.

This package includes

- A full recruitment service including shortlisting candidates, initial interviews (if required) and arranging the interview schedule for you
- All Information, Advice and Guidance (IAG)
- Identifying the most suitable apprenticeship
- Sourcing and introducing the Training Provider, including arranging their contract and monitoring their performance



TO CONTACT THE TEAM AT
EDA APPRENTICESHIPS PLUS



3. The Levy Management Service

This service covers the sourcing and introduction to the most suitable training provider, identifying the most suitable apprenticeship standard for your staff member, and overseeing the training contract. EDA Apprenticeships Plus will also manage your levy account, scheduling the training provider payments and monitoring spend.

The cost of this service is £45 per month per apprentice.

This package includes:

- All Information, Advice and Guidance (IAG)
- Identification of the most suitable apprenticeship
- Sourcing and introducing the Training Provider
- Overseeing contracting arrangements with the Training Provider
- Monitoring the activity of the training provider
- Managing the levy account including making Training Provider payments and monitoring spend etc.
- Managing incentive applications

In addition, if you would like EDA Apprenticeships Plus to recruit the apprentice for you then a one-off fee of £750 (from 1/9/22) will be invoiced for this service upon successful recruitment of a candidate.

The FJAA Hosting Service in more detail

EDA Apprenticeships Plus employs your apprentice on a 24-month contract and invoices your business each month for the cost of the apprentice's salary and a 10 per cent management fee. In the first month you will receive two invoices as EDA Apprenticeships Plus work in advance. This means you do not receive an invoice in the final month. The apprentice is contracted for 24-months to ensure that they can complete their qualification within the time frame. Please be aware that depending on their qualification level, their contract may be longer.

Recruitment

Vacancies are advertised on the National Apprenticeship Service website www.gov.uk/apply-apprenticeship, which is the government run portal featuring every apprenticeship vacancy in England as well as the Talentview Website (a free recruitment/matching service run by the Construction Leadership Council). We may also advertise on other portals such as Indeed. Your advertisement will run for a minimum of two weeks.

Applications are filtered and then emailed to you to select for interview. Please remember that good candidates are in demand and may have applied for multiple apprenticeships.

Candidates should be selected for interview within four days of receiving the applications. Your EDA Apprenticeships Plus Account Manager will organise the interviews according to your shortlist, and will inform the successful/unsuccessful candidates once a decision has been made.

Your apprentice's salary, working hours, and holiday entitlement

We recommend that you pay at least the prevailing National Minimum Wage (NMW) for the age group. There is no maximum wage, so if you wish to pay more you can. Salaries can be increased at any time to reflect progress and achievement.

EDA Apprenticeships Plus has a standard 40 hour a week contract for all apprentices: Monday to Friday 8am – 5pm with 1hr hour for lunch.

Should you require your apprentice to work extra hours, this must be paid at 1.5 times their hourly rate. By law, a 16 or 17-year old cannot work more than 40 hours per week.

Apprentices are entitled to 28 days' holiday a year at full pay: 20 days annual leave and all bank holidays. Their holiday must be agreed with you in advance. If the holiday dates they have requested are not convenient please explain to them why this is.

Paid holiday is accrued by the apprentice in advance at a rate of 1.66 days per month. If the apprentice leaves their role before the end of their contract all unused holiday will be paid in full.

Sickness

Apprentices who follow the correct sickness absence reporting procedures and provide fit notes as required, will receive Statutory Sick Pay (SSP) at the current rate set by the government.

Managing your apprentice's performance

Apprentices are on probation for the first month. Using the Hosting Service means the apprentice is employed by EDA Apprenticeships Plus, and consequently all issues regarding performance within the 24-month contract need to be raised with your EDA Apprenticeship Plus Account Manager at the earliest opportunity. The details will be recorded on the apprentice's HR file, which is held by EDA Apprenticeships Plus, and they will discuss the options with you, which may include disciplinary action.

Performance reviews will be carried out with the apprentice by your Account Manager at months 1, 3, 6, 9, 11 and 13, and then every 3 months until the end of the apprenticeship.





Once the apprentice has started their learning, they must remain in the employment of EDA Apprenticeships Plus until their apprenticeship is complete.

Hopefully you will decide to appoint the apprentice into a permanent role at the end of their apprenticeship, in which case a recruitment fee is not applicable.


Direct employment


If you decide to employ the apprentice after the recruitment stage, but before the commencement of training, EDA Apprenticeships Plus will invoice you a one-off recruitment fee of £750 (from 1/9/22).

Most popular apprenticeships for EDA businesses


 ENGLAND	 NORTHERN IRELAND	 SCOTLAND	 WALES
Trade Supplier Level 2	Warehouse & Storage Level 2	Warehouse & Storage SVQF Level 5	Trade Business Services Level 2
Supply Chain Warehouse Operative Level 2	Business Administration Level 2	Business Administration SVQF Level 5	Business & Administration Level 2
Customer Service Practitioner Level 2	Customer Service Level 2	Business Administration SVQF Level 6	Customer Service Level 2
Business Administrator Level 3			Warehousing & Storage Level 2

Apprenticeship Levels: comparisons in each country of the UK

 ENGLAND	Apprenticeship Level	Equivalent education level
Type of Apprenticeship		
Intermediate	2	5 GCSEs
Advanced	3	2 A levels
Higher	4, 5, 6, 7	Foundation degree and above
Degree	6, 7	Bachelor's or master's degree

 NORTHERN IRELAND	Apprenticeship Level	Equivalent education level
Type of Apprenticeship		
Level 2 Framework	2	5 GCSEs
Level 3 Framework	3	2 A levels
Higher Level Apprenticeship	4, 5, 6, 7	Foundation Degree, Honours Degree, Master's Degree

 SCOTLAND	Apprenticeship Level	Equivalent education level
Type of Apprenticeship		
Modern	5 6/7 8/9 10/11	National 5 2 A levels/Advanced Highers HND/DipHE Honours/master's degree
Graduate	8 10 11	Dip of Higher Education Honours Degree Master's Degree

 WALES	Apprenticeship Level	Equivalent education level
Type of Apprenticeship		
Foundation Apprenticeship	2	5 GCSEs
Apprenticeship	3	2 A levels
Higher Apprenticeship	4	HNC, HND, Foundation Degree
Degree Apprenticeship	6	Degree

3 step guide for employers:



RECRUITING YOUR NEW APPRENTICE

OR

UPSKILLING A CURRENT EMPLOYEE

STEP 1

Contact the Education & Training Team at the EDA by phone or email.

They will be able to answer your questions and guide you on which apprenticeship could be a match for the job role.

You'll also find plenty of information at www.eda.org.uk

The EDA will liaise with EDA Apprenticeships Plus on your behalf.

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Sabina Shaid

Education & Training Administrator
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Head Office main number:
020 3141 7350

Training email:
training@eda.org.uk



Some points to think about if recruiting...

- Will you be using the EDA's Hosting Service? See page 14 of this Guide
- Have you factored in the apprentice's salary and the cost of training?
- Have you drafted a job description for the apprentice role so it can be matched against the most suitable apprenticeship? You may find the Fact Sheets summarising the most popular apprenticeships for EDA businesses useful.

You can find them at www.eda.org.uk



Some points to think about if upskilling...

- Do you have an idea of the apprenticeship you want your team member to undertake, and at what level of study?
- You may find the Fact Sheets summarising the most popular apprenticeships for EDA businesses useful.

You can find them at www.eda.org.uk

RECRUITING

STEP 2

Recruiting your apprentice

You'll be contacted by an EDA Apprenticeships Plus Account Manager: they will prepare a job ad for your approval and will post the ad on all available channels including the National Apprenticeship Service website if your business is based in England www.gov.uk/apply-apprenticeship

RECRUITING

STEP 3

Shortlisting, Interviewing & Onboarding

Your Account Manager will review and shortlist suitable candidates for you to review. It is important that you confirm who you want to interview as quickly as possible – good candidates will be in demand.

Your Account Manager will arrange the interviews. As soon as possible after the interviews please contact them with your decision: they will handle post-interview communications and prepare the paperwork for your successful candidate.

Your Account Manager will source the training provider and will liaise with them to set up the training element of the apprenticeship. Please make yourself familiar with the information on pages 10 and 11 of this guide: 'Your commitment to the apprentice' and 'Your relationship with the Training Provider and tutor.'

We hope your new apprentice proves to be a valuable addition to your team, but if you have any questions along the way the EDA head office team is here to support you.

UPSKILLING

STEP 2

Training Provider Liaison & Funding

You will be contacted by your Account Manager at EDA Apprenticeships Plus. As you already employ the apprentice there is no recruitment service needed. Your Account Manager will source the Training Provider, access the funding and identify the most suitable pathway for your apprentice. You'll find details of the cost of this service on page 15 of this guide.

UPSKILLING

STEP 3

Starting the Training

The Training Provider will assign a tutor who will deliver training to your apprentice. For more information on working with the Training Provider and tutor visit page 11 of this guide.



Recruiting an apprentice or training a current employee on an apprenticeship



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Electrical Distributors' Association (EDA)

