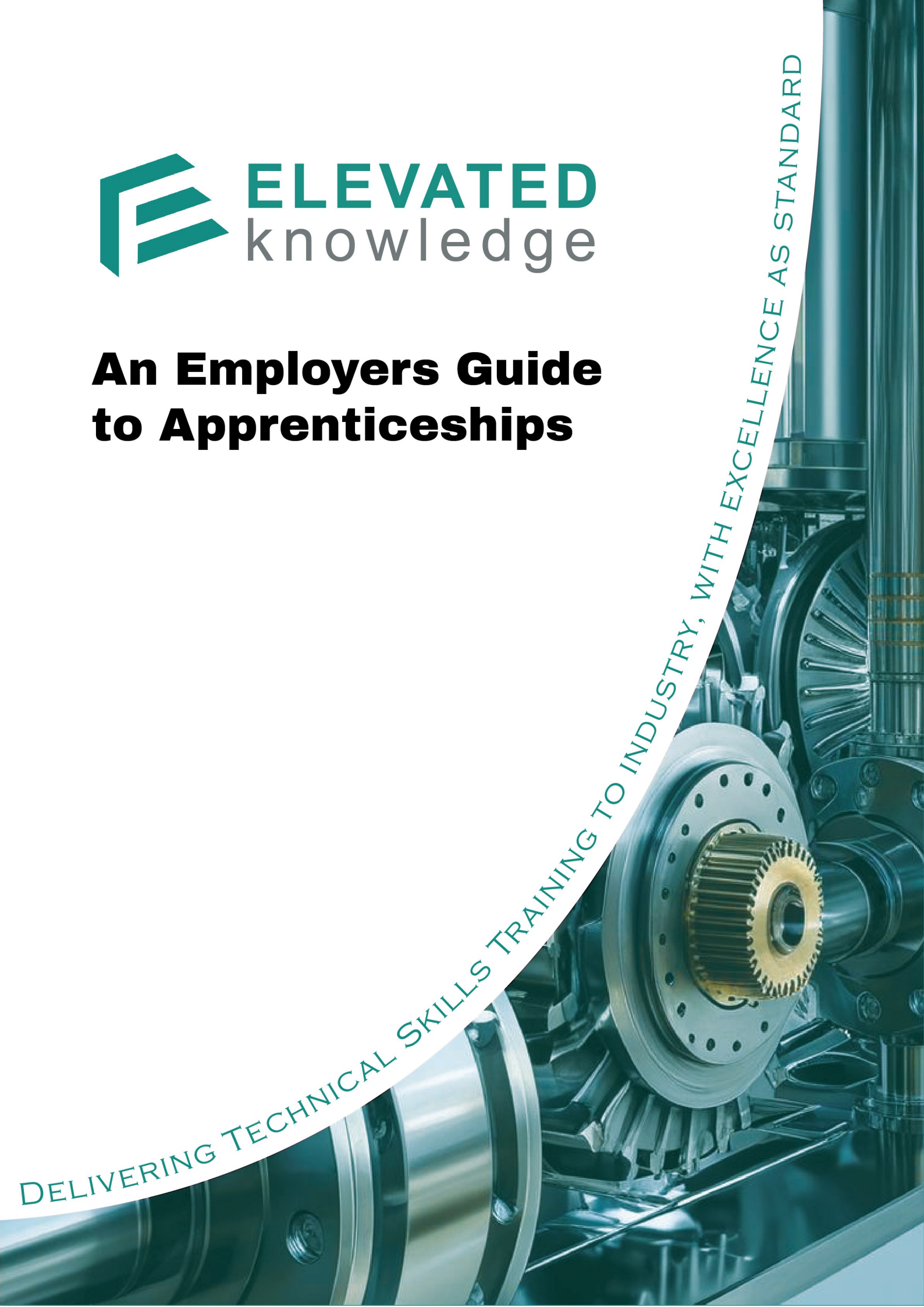


ELEVATED
knowledge

An Employers Guide to Apprenticeships

DELIVERING TECHNICAL SKILLS TRAINING TO INDUSTRY, WITH EXCELLENCE AS STANDARD





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Who are Elevated Knowledge?

We are working with you, to futureproof your business

Elevated Knowledge are a national qualifications company that deliver commercial technical skills, NVQ qualifications and apprenticeships through to HNC, using a combination of onsite and online assessments in Electrical/Electronic, Mechanical, Maintenance, Fabrication & Welding, Fitting, Lifts, Stairlifts, Service lifts, Escalators and Platform lifts. We also deliver apprenticeships in Lean Manufacturing for Operatives (Online/remote learning). Whether you are wanting to bridge a current skills gap with a short course or NVQ or planning for the future with an apprentice, we can help make that possible, quickly and with ease.

Why Choose us?

At Elevated Knowledge we want to be the preferred training company for general industry. Providing outstanding customer service and continually adapting to our customers' requirements, we ensure that our learners are fully supported and have the tools and resources they need to achieve their qualification in the best way possible to make it as easy as possible for our learners to prove that they are competent.

We work with our customers to provide the most appropriate apprenticeships and training courses in the most effective and efficient way for their business.

Our industry experienced Assessors & Advisory team will give assistance in any area you need if you are not sure what type of training you require. Site visits can be arranged at your convenience.

We work with companies across the UK from large national companies to self-employed contractors. Our flexible approach means that we can focus on delivering high-quality specialised training; whether it is commercial technical skills, NVQ's or Apprenticeships.

We offer:

Expert Instruction:

Our Apprenticeships are led by industry professionals with extensive experience in their field. Your Apprentice will receive guidance from experts who are passionate about sharing their knowledge and helping you succeed.

Hands-On Learning:

We believe in learning by doing. Our courses provide ample opportunities for practical exercises, allowing your learner to apply the concepts they learn and build their skills through hands-on experience.

Comprehensive Curriculum:

Our curriculum covers a wide range of topics, ensuring that your learners gain a holistic understanding of techniques, standards, and best practices. They will be equipped to handle various challenges and educate others effectively.

Interactive Learning Environment:

We foster an interactive learning environment where questions and discussions are encouraged. Your learner will have the opportunity to engage with instructors and fellow students, enriching their learning experience.

Apprenticeship Levels and their equivalent Education Level

Name, Level & Equivalent Educational Level

Intermediate, Level 2

5 GCSE Passes

Advanced, Level 3

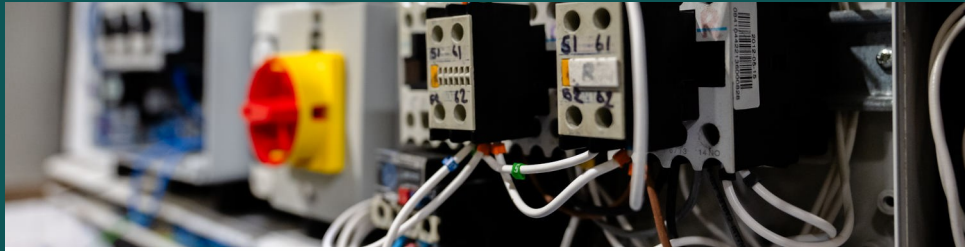
2 A Level Passes

Higher (HNC/HND) 4 / 5

Foundation Degree

Levels 6 and 7

Bachelor's or Master's Degree



What is an Apprenticeship?

An Apprenticeship is a genuine job with an accompanying assessment and skills development programme. It is a way for individuals to earn while they learn, gaining valuable skills and knowledge in a specific job role. The Apprentice gains this through a wide mix of learning in the workplace, formal off-the-job training and the opportunity to practice new skills in a real work environment.

Apprenticeships benefit employers and individuals, and by boosting the skills of the workforce they help to improve economic productivity.

How do they work?

Apprentices must spend at least 20% of their time on off-the-job training, this is mandatory. However, they may need more than this if, for example, they need training in English and Maths. It is up to the employer and training provider to decide how the off-the-job training is delivered. It may include regular day release, block release and special training days or workshops. It must be directly relevant to the Apprenticeship framework or standard and can be delivered at the Apprentice's normal place of work as long as it is not part of their normal working duties. It can cover practical training such as shadowing, mentoring, industry visits and attending competitions. On-the-job training helps an Apprentice develop the specific skills for the workplace and they should be supported by a mentor. Once an Apprentice completes their Apprenticeship they should be able to demonstrate that they can perform tasks confidently and competently to the standard set by industry.

Who are apprenticeships for?

Individuals over the age of 16, spending at least 50% of their working hours in England over the duration of their Apprenticeship and, not in full-time education, can apply for an Apprenticeship. Employers can offer Apprenticeships to new entrants or use them to grow talent amongst current employees. Apprenticeships equip individuals with the necessary skills, knowledge and behavior they need for specific job roles, future employment and progress.

Why Should I participate in an Apprenticeship Programme?

The Elevated Knowledge Apprenticeship programme will support the current and future needs of your business and address any skills shortage you may be facing, ensuring that your workforce of the future has the relevant skills, knowledge and commitment required to ensure your business continues to develop. Planned recruitment programmes will allow you to have a pool of experienced employees of different ages so that you will be better able to plan to meet future workforce needs due to; any expansion plans that you may have or; due to the retirement of personnel. Throughout your apprentices time here at Elevated Knowledge, you will have full access to their OneFile Learner portal, enabling you to follow their progress 100%. Recruiting apprentices through Elevated Knowledge's Apprenticeship Programme is a cost-effective solution to training and retaining younger age group workers.

Looking at potential future skills shortages prepares you for any eventuality.





How do I employ an Apprentice?

Our recruitment team are dedicated to supporting you to hire the best apprentices who are committed to their training and work placement. We do this by listening to your business needs.

Right from the start we will help you to design the right apprenticeship training programme that works for the employer.

We match the right candidate to the role by interviewing each applicant to ensure the apprenticeship pathway is right for them and that they are fully aware of the commitment they are making to you, the employer.

We will carry out initial assessments in Maths, English, ICT and specialist areas of Engineering and Health and Safety to ensure each apprentice has the ability to complete an apprenticeship programme.

What are my responsibilities as an employer?

The responsibilities of the employer will be discussed in detail when you first meet with a member of our recruitment team. In general, the employer is responsible for ensuring:

- Your Apprentice is given the opportunity for off the-job training with Elevated Knowledge's training academy or at one of our training locations.
- On-the-job training and supervision.
- A Safe Working Environment.
- The Apprentice needs a written contract of employment and a minimum Apprenticeship wage (*See table for full details*)
- Provide a mentor within the work place
- There must be a genuine job available with a contract of employment long enough for an Apprentice to complete their Apprenticeship.
- Employers must pay an Apprentice's wages and the role must help them gain the knowledge, skills and behaviour they need to achieve the Apprenticeship with support from the employer.

Employers need to have:

- An Apprenticeship agreement in place with their Apprentice for the duration of the Apprenticeship.
- A commitment statement signed by the Apprentice, their employer, and the provider.

For employers who pay the apprenticeship levy and use the apprenticeship service, they will need to have:

- A contract for services with their main provider.
- An Apprenticeship in place for at least one year.
- The Apprentice on the correct wage for their age, for the time they are in work, in off-the-job training and doing further study.

(Apprentices wages must be consistent with the law for the time they are in work and in off-the-job training. Updates on progression and average weekly hours and changes to working patterns must be logged and checked with the training provider. The government is offering additional support to organisations with fewer than 50 employees).

What can I expect to pay an apprentice?

This varies from company to company, but the Government have set out a minimum pay scale as seen in the table below. The hourly rate you will be expected to pay depends on the apprentices age and achieved status of apprenticeship level. From April 2026 an employer could expect to pay: -

Age	Minimum rate of pay
Under 18 Years	£8.00
18 to 20 Years	£10.85
21 to 22 Years	£12.71

The rates above are taken from the national minimum wage for April 2026 for those of at least school leaving age. The rates above change every year on April 1st.

Apprentices are entitled to the apprenticeship rate if they are either:

Aged under 19 or aged 19 or over and in their first year of an apprenticeship.

Example:

An apprentice aged 21 in the first year of an apprenticeship is entitled to a minimum hourly rate of: £8.00 (From April 2026).

Apprentices are entitled to the minimum wage for their age if they are both: -

Aged 19 or over OR have completed their first year of their apprenticeship.

Example:

An apprentice aged 21 who has completed the first year of their apprenticeship is entitled to the minimum hourly rate of £12.71 (From April 2026).

What Costs are Involved?

If you're an employer with a wages bill of more than £3 million a year, you will have paid the Apprenticeship levy from 6 April 2017.

You will report and pay your levy to HMRC through the PAYE process.

Less than 2% of UK employers pay the levy. Levy funds create opportunities for young people across the country, delivering the skills British businesses need.

The levy gives employers control of their training. Employers agree a total price for each Apprenticeship, which includes the costs of training and assessment.

In England, the government will top up employers' levy with an extra 10%, paid directly to employers' Apprenticeship accounts. An employer's wages bill is made up of the total amount of the employees' earnings that are subject to Class 1 National Insurance contributions, such as: – wages – bonuses – commissions – pension contribution.

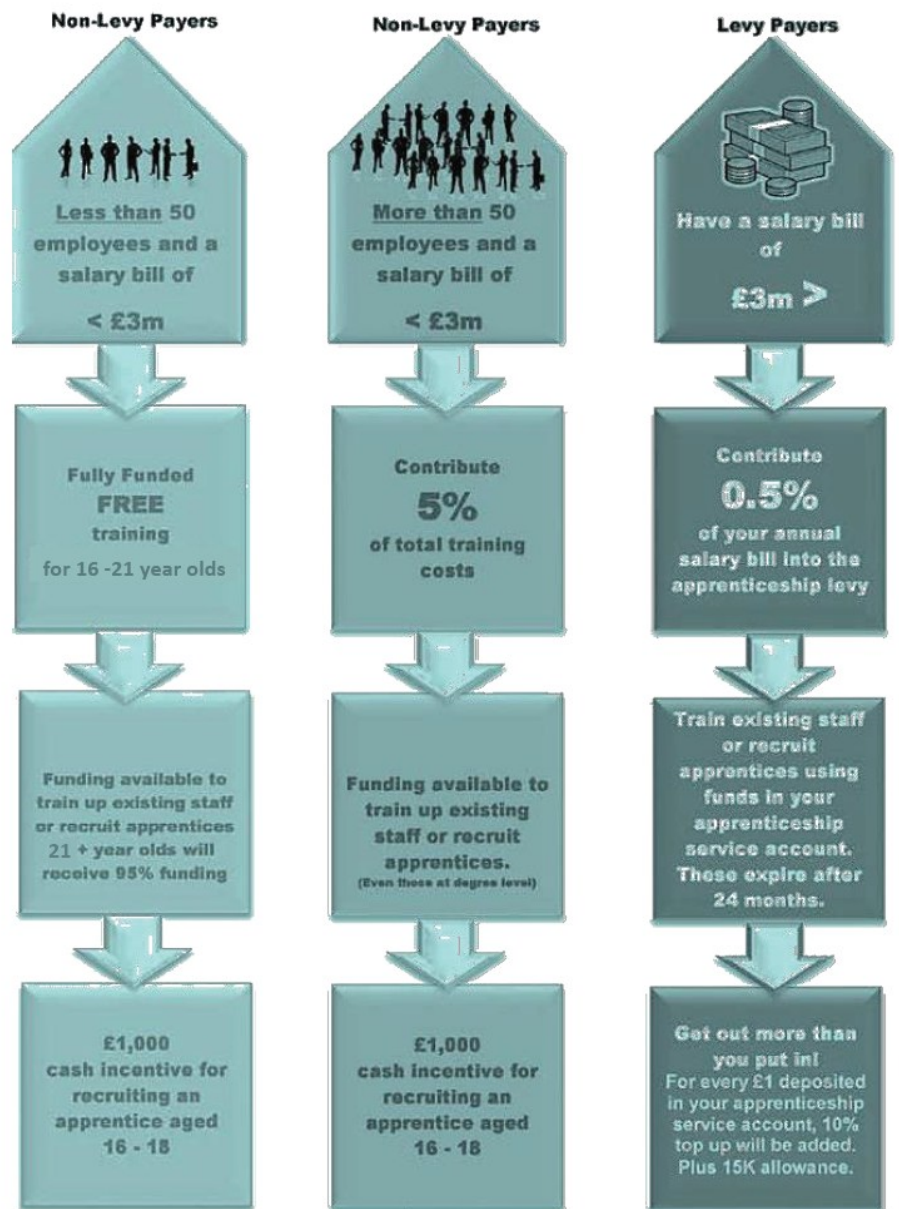
Non Levy paying Employers

Employers with a paybill of less than £3 million a year but who have more than 50 employees will be asked to contribute 5% towards apprenticeship training.

For those employers with a wage bill of less than £3 million and who have under 50 employees, Apprenticeship training is fully funded for 16 to 21 year olds, if over 21 years of age a 5% contribution is payable.



YOUR AT A GLANCE GUIDE TO THE APPRENTICESHIP LEVY





Selecting your Apprenticeship pathway

Each apprenticeship pathway has many units, some are mandatory and some are optional units.

If you have never recruited an apprentice before or you know what you would like an apprentice to do but are unsure of which units to select; our team of assessors will arrange a site visit, telephone call or remote session to talk things through with you to discover your requirements and how we can fit units around them. The new apprenticeship standard is made up of Knowledge, Skills and Behaviors (KSB) and these 3 criteria must be met before being put through the Gateway for End Point Assessment (EPA) concluding their Apprenticeship.

Our assessors are experts in industry, having served many years on the tools before their tutoring/assessing role and will assist with any issues you have. See below for example pathways:-

Recruiting an Apprentice

It has never been easier to recruit an Apprentice through Elevated Knowledge.

Our intuitive recruitment team will take a look at your job description/ Apprenticeship pathway and select pre-tested and interviewed candidates from their pool of applicants, specifically for your role.

Our onboarding tests are GCSE standard questions and candidates will sit tests in: English, Maths and Engineering.

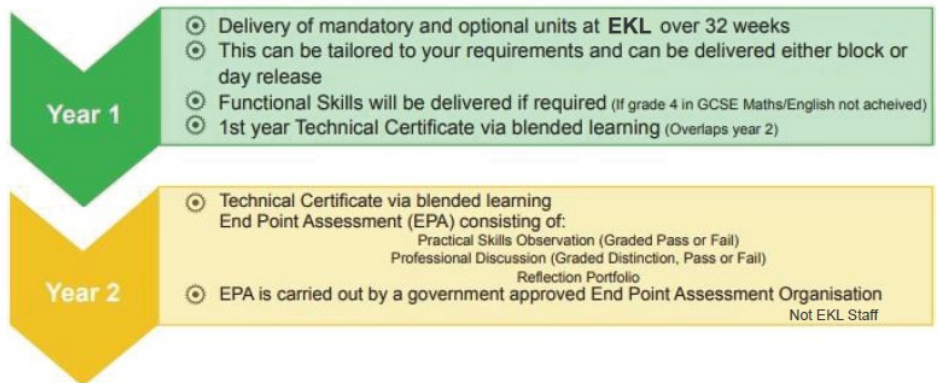
You as the employer will see their testing results as well as their application documents allowing you to make a more informed selection.

All candidates go through an onboarding interview to ensure they are suitable for an apprenticeship prior to going into the candidate pool. You will only see candidates that match your specified job role and criteria. Saving you countless hours going through CV's.

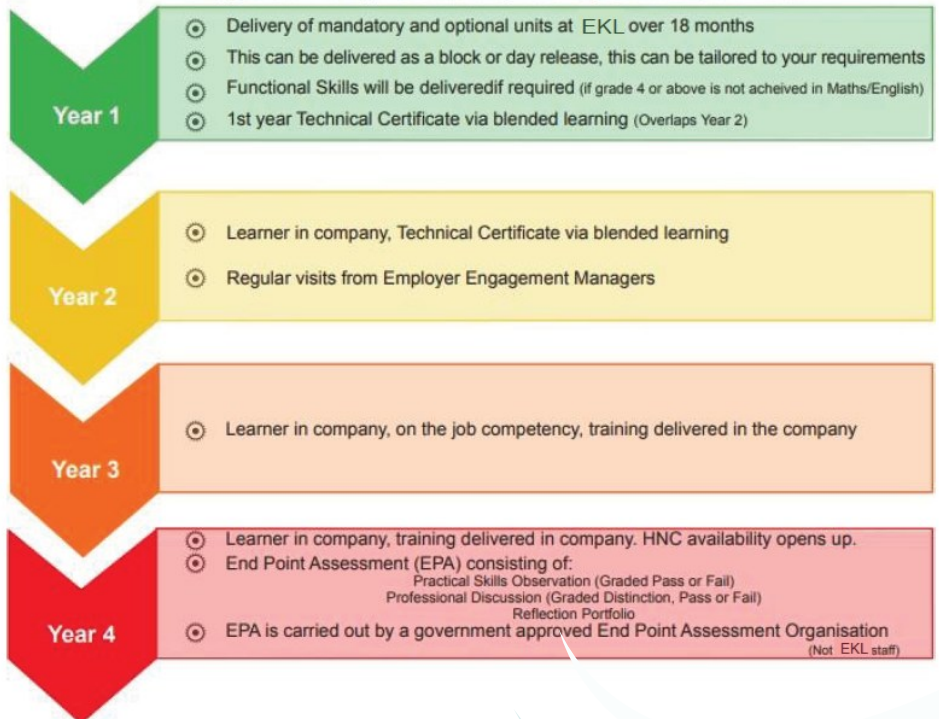
If you want to advertise on the government 'Recruit an Apprentice' (RAA) site, we can do that for you!

We can set up your advert as well as managing the applicants, giving them the same high standard onboarding tests and pre-interviews as our own applicants. Sending you only the best applicants for your role.

Engineering Operative (Level 2) 12 to 18 months duration



Maintenance & Operations Engineering Technician (MOET) Apprenticeship Standard (Level 3) 36 to 48 months duration



Celebrating Success

At Elevated Knowledge we like to celebrate our learners success. Each year we host an Awards Evening to give recognition to the apprentices who have gone above and beyond. Parents and Employers are invited to help celebrate their learners success. There are around 10 Awards including Best on each section, Best on BTEC/HNC, Fundraiser of the year and of course, the coveted Apprentice of the Year Award.

Safety in mind

Apprentices experience a day with Safe Drive, Stay Alive at Middleton Arena to promote safe driving and reduce the number of young people dying prematurely in or as a result of Road Traffic Collisions.

We feel that as most apprentices are at the age where they are learning to drive, this is of the utmost importance. A chance to see the experts at work and the impact a split second lapse of concentration can have on families and the wider community. A very thought provoking day.

Charity Events

We encourage our learners to give back to the community by hosting sponsored charity fundraising events such as; The Annual Santa Dash & The Reddish Vale Charity Walk amongst other things. EKL FC, playing Stockport County Academy at Woodley seated stadium and the Totally Stockport Crazy Races. Apprentices enjoy using their skills, designing & building a soapbox to race against local businesses through Stockport town centre.

Our chosen charity is When you wish Upon a Star, Dream making for terminally ill children.

Other suggestions for any other charity ventures are welcomed throughout the year. We host raffles for suggested charities and have a toy donation scheme for the local Salvation Army at Christmas.



Enrichment days

At Elevated Knowledge, our Apprentices get plenty of extra-curricular opportunities, some are listed to the left of this section.

Many of the enrichment days, your company can join in with. It is always a great way to celebrate your own apprentices achievements across your own company social media. We also have many on-line competitions for our remote learners.

How can you as an employer, be more actively involved?

As an employer, you will be involved in your Apprentices progress every step of the way. You will have access to their One-file learner portal where you can check on your apprentice's progress at your own convenience. You will also receive regular progress reports and have a designated client manager with whom you can discuss any changes or queries you may have. You will have access to your Apprentice for any catch ups you may need, just book a room here at Elevated Knowledge for your catch up meeting if you so wish.

You or one of your colleagues will be invited to join us at our Annual Employers Golf Day which is a great opportunity to do a little networking.

You will also be invited to our Annual Apprentice Awards Evening to help celebrate your learners success. Your company will also get the opportunity to sponsor an Award for the evening should you wish to do so.

Join us, join in and be part of the Elevated Knowledge family!



**Some testimonials from course attenders,
Machining 5 Day Course, June 2024:**

"A really fantastic week of learning! I came in knowing some basics but have finished feeling comfortable with trying out my new skills on more complex projects, on my own!"

"Great teachers, really friendly and patient with different levels of ability within the group."

"I've learned so much and I'd never used a lathe or mill before. The tutor really took his time to explain everything and answered all the questions I had. He made it fun and simple, Thank you!"



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Did you know.....

Elevated Knowledge also deliver a vast range of commercial technical skills and stand alone NVQ courses. We recognise that training needs to be flexible and to cover a range of technical needs. We run scheduled course programmes throughout the year covering mechanical and electrical maintenance multi-skilling, welding, machining, pneumatics and hydraulics. These courses can be enhanced by offering Engineering NVQ 2 and 3 units if required.

We are able to tailor programmes to your own requirements to develop and improve maintenance technician competency and skills. Visit our web site to view the details of our most popular courses.

Safety & Compliance: Improving electrical safety and operator awareness is an important area of plant operations. We offer a variety of awarding body regulated, safety and compliance courses such as, 18th Edition Regulations and updates, PAT Testing, Hand & Power tools, Electrical Safety and Fundamentals of Electricity courses. Our ever popular EOR lift safety courses are delivered at your convenience either here or if you have a group of learners and a Lift for the assessment, at a site of your choice.

Bespoke Courses: We work with many companies across the country to provide Bespoke courses that can be a combination of our standardised courses or a course designed specifically for your requirements. These courses can be delivered on your premises or here at Elevated Knowledge.

If this is something you would like to consider please contact our Technical Skills Sales team on 0161 475 5840 or email us at info@elevatedknowledge.co.uk for a quote.

Remote Learning Provision:

Due to popular demand, we have recently opened our engineering delivery out to the increasingly popular remote learning sector. We can now deliver options such as Lean Manufacturing and Lift Engineering Apprenticeships on a remote basis as well as further Education such as HNC (Higher National Certificate).

A testimonial from an apprenticeship employer who used our 'Recruit an Apprentice' (RAA) plan;

"I can speak for all involved that EKL has been great in this recruitment process. The team have been extremely attentive, supportive and efficient in shortlisting applicants and providing us with brilliant candidates. We look forward to continue working together".