



A guide to upskilling your workforce for SMEs



## Working in partnership to achieve your employee goals

If your business or organisation has an annual wage bill of less than £3m then you do not pay the Apprenticeship Levy.

Instead, SMEs 'co-fund' their Apprenticeships, paying just 5% toward the cost of training with the Government contributing the remaining 95%.

The money can be spent on upskilling your existing workforce or bringing new talent into your organisation and there are a range of additional financial incentives.

The system is complicated, but we can help you to understand the options available and make sure you achieve maximum returns on investment.

Skills Training UK is a leading national independent training provider with a proven track record of offering employer-led Apprenticeships to SMEs.

Our trainers have unrivalled knowledge and industry experience and will work in partnership with you to co-design and deliver a bespoke programme that aligns with your employee development goals.

Currently we work with more than 750 employer clients across England, in sectors including advanced manufacturing, materials testing, aerospace, pharmaceuticals, logistics, automotive and business services.

As well as working alongside your current HR or business strategy we also partner with existing training providers.

If you would like to know more about how we can help your business or organisation take advantage of the opportunities available, please get in touch.





<< **Upskill and succession plan through Apprenticeships**

**Understand the funds and financial incentives available**

As a non-levy paying SME you contribute just 5% toward the cost of your chosen Apprenticeships, with the Government paying the remaining 95%. This is known as 'co-investment'.

From 2019 you will have to pay for the cost of training through the new Digital Apprenticeship Service (DAS) online account.

In the meantime, you pay your training provider (like Skills Training UK) directly.

Apprenticeships are grouped to 15 funding bands that range from £1,500-£27,000, depending on the level and technical content of the training.



**Financial incentives**

There are a range of financial incentives available to make employing an Apprentice more attractive to SMEs.

This includes an extra payment of £1,000 for recruiting a 16-18 year-old or a 19-24 year-old with additional learning needs or an Education, Health and Care (EHC) plan.

Additional funding is also available if you employ an Apprentice who needs extra help with English and maths.

Whatever your size, Skills Training UK's dedicated team can help you to manage your Apprenticeship programmes and maximise return on investment.

**Working in partnership, we will:**

- Help you to upskill current staff in line with your business goals
- Use our recruitment service to bring new talent into your organisation
- Help you to understand the changes to Apprenticeships and how they affect your business – including the financial incentives available and how co-investment works
- Ensure the agreed Apprenticeships are closely aligned to your business and workforce development goals
- Appoint trainer-assessors with relevant industry experience

**Incentives for SMEs with less than 50 staff**

If you are an SME with less than 50 employees, then the Government meets the full cost for Apprentices aged 18 and under. For those aged over 19 they will pay for 95% of the cost – the rest has to be met by you.

The Government also meets all of the costs for employing Apprentices aged 19-24 with additional learning needs or an EHC plan.