

## New to the World of Apprenticeships? Let us guide you through the journey

If you're an employer new to apprenticeships, here are some key things to help you on the journey to either upskilling or recruiting new apprentices.

1. Apprenticeships are a form of work-based training that combines practical experience with theoretical knowledge and leads to a nationally recognised qualification.
2. They are available across a range of industries and sectors, from construction and engineering to health and social care, and can be tailored to meet the specific needs of your business.
3. Apprenticeships are suitable for people of all ages and backgrounds, from school-leavers to existing employees looking to upskill or retrain.
4. As an employer, you will need to work with us to identify a suitable apprenticeship standard that matches the skills and knowledge you require from your apprentice. All of the apprenticeship standards we are able to offer are on our website [petroc.ac.uk](http://petroc.ac.uk).
5. To employ an apprentice you will need PAYE, and be able to take the apprentice as a full contractual employee, including holiday allowance and the usual employment rights all employees are entitled to.
6. As an employer, you will be responsible for paying your apprentice's wages and providing on-the-job training and support. The government provides funding to cover at least 95% of the cost of the off-the-job training.
7. Apprentices need to work for a minimum of 30 hours per week, which includes their one day at college. An apprentice can work more than this if you wish.
8. The minimum wage for an apprentice is £5.28 from April 2023. You can pay more than this if you wish.
9. Apprenticeships typically last between one and four years, depending on the level of the apprenticeship and the industry sector.
10. Successful completion of an apprenticeship can lead to a range of progression opportunities, from further study to higher-level apprenticeships or full-time employment.
11. There are a range of benefits to employing apprentices, including improved productivity, increased staff loyalty and retention, and the opportunity to develop a skilled workforce that meets the specific needs of your business.
12. Finally, it's important to remember that apprenticeships require a significant investment of time and resources from both the employer and the apprentice. However, the rewards of a successful apprenticeship programme can be substantial, both for the individual and the business as a whole.

To find out more, and have an informal conversation about your needs contact us at [business@petroc.ac.uk](mailto:business@petroc.ac.uk) or visit our drop-in session on **28 March 2023 1pm to 2pm**. To register your place, use the eventbrite link below. We look forward to seeing you!

[apprenticeshipandcareersfair2023.eventbrite.co.uk](https://www.eventbrite.co.uk/e/apprenticeship-and-careers-fair-2023)



## UPSKILL, EMPOWER, GROW & RETAIN...

Upskilling employees helps them grow personally and professionally, reach their potential and gives them more reasons to remain with your business. It enables continuous learning and helps keep your team motivated, as they will be developing and feeling more fulfilled. It is well established that happy, fulfilled employees perform better.

Both “hard” skills, such as technical knowledge, and “soft” skills like emotional intelligence and problem-solving, can be improved through upskilling.

First, identify where your workforce have skills gaps. This can happen during appraisals or mentoring sessions, or you can ask individuals where they feel they would benefit from training.

Upskilling can be achieved in several ways including apprenticeships and short courses from our Projects Team. The decision to invest in training should also be linked to your business goals – so while you want to support your employees, focus on developing the skills gaps which are most apparent in your organisation.

### How upskilling supports recruitment in your business:

#### 1. Upskilling retains talent

People often move companies when they feel they are stunted in their career development and cannot grow in their role. Allowing them to undertake an apprenticeship that aligns with their goals and talents can improve retention, as they will be less likely to look elsewhere to gain opportunities. A lower employee turnover is often viewed more favourably by customers or prospective employees.

#### 2. Upskilling is cost effective

Upskilling employees can save two types of costs – money and time. Recruiting new employees can be laborious and heavy on costs and time for advertising posts, interviewing and training. Developing the people you have and growing a more efficient, well-rounded and happier team is a much smarter investment.

#### 3. Upskilling helps overcome recruitment problems

The Chartered Institute of Personnel and Development (CIPD) recently reported that upskilling is the most popular response to hiring difficulties – above raising wages. Just under half (47%) of employers have hard-to-fill vacancies that they could counteract by upskilling their current employees.

#### 4. Upskilling improves business performance as a whole

A report by PWC looking at talent trends found that organisations which offered more advanced upskilling were more confident in their revenue, and reported a positive impact on their company culture. The report also noted that keeping employees up to date with skills helped organisations become more resilient in times of uncertainty and change.

Practically speaking, as an owner or manager in a growing business, you won't always be able to develop all of the skills you need within your existing team. The most effective combination is a recruitment programme combined with a commitment to employee upskilling – that way you get the best out of your existing team while creating a culture of progression that makes your business attractive to new recruits.

At Petroc, we have a range of apprenticeships to suit all levels and disciplines, and we can work with you to identify the best possible apprenticeship standard for your business.

HM Government

Skills Revolution

Help your people  
move up,  
not move on

JOIN THE  
SKILLS  
REVOLUTION

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Apprenticeships

SKILLS FOR LIFE

## WINNERS SHOW THE SPIRIT OF GROWTH AND SUCCESS OF APPRENTICESHIPS



CONGRATULATIONS!

Riley Watts  
Uptons C&S LTD

APPRENTICE OF THE YEAR  
(SME)

National  
Apprenticeship  
Week #NAW2023



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CONGRATULATIONS!

Darren Hughes  
Credition Milling

APPRENTICE OF THE YEAR  
(LARGE EMPLOYER)

National  
Apprenticeship  
Week #NAW2023



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The 2022/2023 Petroc Apprenticeship Awards were celebrated for the third year running after a tough judging process, with the team all spending a number of hours deliberating over many worthy nominees. The nominations came in from both lecturers, assessors and the Business Engagement team and were deliberated by Petroc staff including Sheena Murphy-Collett, Vice Principal, and Jon Baglow, Apprenticeship Faculty Manager. All of the judging panel enjoyed reading about the wonderful achievements, successes and highlights of both learners and employers, and were delighted with the variations of sectors that the winners came from.

Carol Golland from Kudos Hair & Beauty and Riley Watts from Uptons C&S were last month announced amongst the winners. Running to coincide with National Apprenticeship Week, the awards celebrate outstanding commitment and achievement by employers and their apprenticeship learners.

Jon Baglow, Apprenticeship Faculty Manager kicked off the week of celebration, highlighting successes among many local employers, whose apprenticeship programmes are developing careers and adding value to their businesses. P.Deare Carpentry, Torbay & South Devon NHS Foundation and Credition Milling were among those organisations whose contribution to the spirit of apprenticeships stood out this year.

Phil Deare, of P.Deare Carpentry, accepted the award for Outstanding Contribution to the Development of Apprenticeships from Hayley Corkell, Account Manager for Construction. Phil is an inspirational advocate of apprenticeship development who has shown great vision and commitment to bringing diversity to the apprenticeship programme for their large organisation. He has also built a strong relationship for the future with Petroc.

Darren Hughes of Credition Milling was unanimously crowned Apprentice of the Year by the judging panel. Darren was nominated by the Business Faculty Team for his outstanding commitment to his apprenticeship. "Darren has shown true growth and commitment, and has the makings of a great leader in the organisation," declared Susie Fenton, Lecturer in the Business Faculty. "He demonstrated great energy in reviewing systems, processes and also identifying potential new talent within his teams. Alongside this he has been able to balance the demands of a very busy manufacturing role with his studies to complete high quality work. I believe the Mindful Education platform has supported his tenacity with a sense of flexibility and he is always a pleasure to teach".

In addition to our award winners, National Apprenticeships Week is a great way to say thank you to everyone involved - all the employers, apprentices, training providers, assessors, parents, carers and mentors - for their support and commitment to making Petroc apprenticeships such a success.

*Find out more about how apprenticeships could give your business new opportunities to recruit and develop the stars of the future for your business. Email [business@petroc.ac.uk](mailto:business@petroc.ac.uk) or call 01271 852407 for more information.*

**KUDOS**  
Beautiful hair. Beautiful you

"The benefit of having an apprentice far outweighs the effort. They are an integral part of our business, and I would advise any business looking to recruit an apprentice to take the leap!"

Keira, Style Director Stylist  
Kudos Hair & Beauty Salon

**Employer Tuesday**  
#NAW2023

Apprenticeships  
National Apprenticeship Week  
6th to 12th February 2023

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CONGRATULATIONS!

P.Deare Carpentry & Joinery LTD

OUTSTANDING CONTRIBUTION TO THE DEVELOPMENT OF APPRENTICESHIPS (EMPLOYER)

National Apprenticeship Week #NAW2023

Apprenticeships National Apprenticeship Week 6<sup>th</sup> to 12<sup>th</sup> February 2023

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CONGRATULATIONS!

Crediton Milling

LARGE APPRENTICE EMPLOYER OF THE YEAR

National Apprenticeship Week #NAW2023

Apprenticeships National Apprenticeship Week 6<sup>th</sup> to 12<sup>th</sup> February 2023

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"An apprenticeship is an awesome way of learning a subject while making a living and gives you a lot of real world experience."

Dion Wassall  
Level 3 Motor Vehicle Service and Maintenance Technician Apprenticeship



Apprentice Wednesday #NAW2023

Apprenticeships National Apprenticeship Week 6<sup>th</sup> to 12<sup>th</sup> February 2023

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CONGRATULATIONS!

Littledart Fulfilment

APPRENTICE EMPLOYER OF THE YEAR (SME)

National Apprenticeship Week #NAW2023



Apprenticeships National Apprenticeship Week 6<sup>th</sup> to 12<sup>th</sup> February 2023

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"I love being at college - I'm in a good group where I feel really supported and I'm looking forward to moving on to my level three."

Aaliyah White  
Level 2 Hairdressing Apprenticeship



Apprentice Wednesday #NAW2023

Apprenticeships National Apprenticeship Week 6<sup>th</sup> to 12<sup>th</sup> February 2023

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CONGRATULATIONS!

Donna Lucas

Torbay & South Devon NHS Trust

OUTSTANDING CONTRIBUTION TO THE DEVELOPMENT OF APPRENTICESHIPS (INDIVIDUAL)

National Apprenticeship Week #NAW2023

Apprenticeships National Apprenticeship Week 6<sup>th</sup> to 12<sup>th</sup> February 2023

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CONGRATULATIONS!

Carol Golland  
Kudos

LIFETIME ACHIEVEMENT AWARD

National Apprenticeship Week #NAW2023



Apprenticeships National Apprenticeship Week 6<sup>th</sup> to 12<sup>th</sup> February 2023

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Littledart Fulfilment

Value Added, Bespoke Logistics

"We recognise that by having an apprentice they are bringing new ideas and skills that we may not have even realised we needed!"

Will Martin  
Littledart Fulfilment

Employer Tuesday #NAW2023

Apprenticeships National Apprenticeship Week 6<sup>th</sup> to 12<sup>th</sup> February 2023

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Contact our Business Engagement Team to discuss how we can help, support or advise you: [business@petroc.ac.uk](mailto:business@petroc.ac.uk)