
3. Management Apprenticeships

Planning your apprenticeship



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Introduction

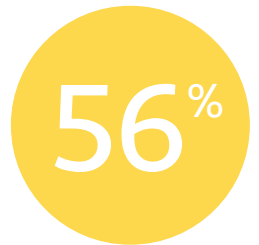
So you've decided that a management apprenticeship is right for you – and whether you're a levy payer or not, there are lots of opportunities to upskill your staff with a leadership or management apprenticeship.

We know that apprenticeships can help organisations fill the leadership skills gap. The [UKCES Employers Skills Survey Summary Report](#) outlined some of the missing skills needed to ensure the success of organisations in the future.' The new management apprenticeships are perfect for addressing those skills gaps.

- 10/10 of the 'people and personal skills' currently lacking are included within the new Management standards and are covered in depth in the new ILM Diplomas

- 8/13 of the missing 'technical and practical skills' are included in the new standards and ILM Diplomas

In a separate survey of 555 employers in 2015, 56% said apprentices were their most loyal employees, staying on longer than other recruits. 76% of apprentice employers said they actively promote their apprenticeship credentials when pitching for new business.



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Levy or not?

First, you need to calculate whether you'll be paying the levy or not. The apprenticeship levy requires employers to invest 0.5% of their payroll into apprenticeships, but every employer gets an allowance of £15,000 – so effectively, if your pay bill is under £3m, you won't be required to pay anything.

Wage bill under £3m

Small employers with wage bills of £3m or less will not be required to pay the apprenticeship levy. Instead, SMEs will choose the apprenticeship they want, and the training provider they want to deliver it, and agree a cost for the training with the provider. The government will ask SMES to make a contribution to the cost of training and government will pay the rest up to a cap. The potential contribution amount is £1 from your business for every £2 provided by government up to the maximum level of funding available for that apprenticeship, although this has not been confirmed and recent news suggests there might be a higher contribution from government.

Example: a business with a payroll of £3m:

$£3,000,000$ (payroll) \times 0.5% (levy amount) = $£15,000$ (amount owing pre allowance) – $£15,000$ (levy allowance) = $£0$ (levy payable)

Wage bill over £3m

If your organisation has a pay bill of over £3m, you'll be required to pay the apprenticeship levy – a total of 0.5% of your pay bill. The government will top up your levy contributions by 10% - that means for every £1 that enters your account to spend in England on apprenticeship training, you get £1.10.

Example: A business with a payroll of £6m:

$£6,000,000$ (payroll) \times 0.5% (levy amount) = $£30,000$ (amount owing pre allowance) – $£15,000$ (levy allowance) = $£15,000$ (levy payable)



The levy can be spent on new or existing employees

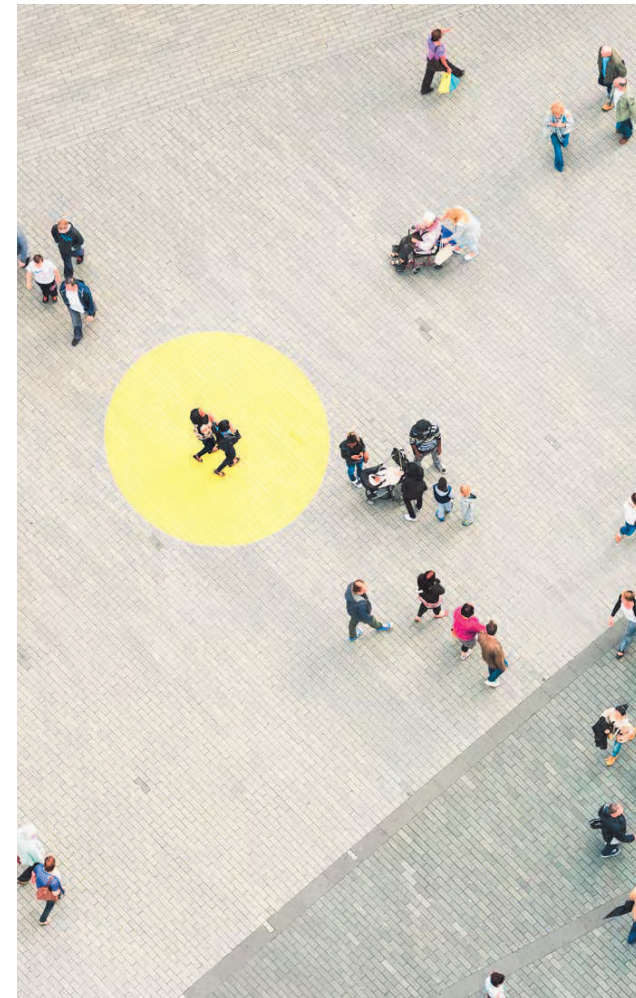


There are no age restrictions



There are relaxed rules on prior achievement

Selecting your apprentices



Apprenticeships aren't just for new recruits. The relaxation of government rules around apprenticeships means that everyone from new starters to senior staff can now have access to management apprenticeships. The [Skills Funding Agency's \(SFA\) Apprenticeship Funding: Rules and Guidance for Employers](#) states that:

'We will fund an apprentice to undertake an apprenticeship at the same level as, or at a lower level than, a qualification they already hold, if the apprenticeship will allow the individual to acquire substantive new skills and you can evidence that the content of the training is materially different from any prior qualification or a previous apprenticeship'.

Providers will need to retain evidence of this. Details can be found in the [Funding and Performance Management Rules for Training Providers document](#).

Delivering apprenticeships: In house or find a provider?

Larger organisations paying the apprenticeship levy with their own learning and development department may wish to think about becoming a provider themselves.

Government have issued [detailed guidance](#) on how to become a provider.

Becoming a provider

Benefits of becoming a provider:

- It enables you to directly design and deliver the content of the off the job training which your own apprentices will receive
- You'll improve the quality of apprenticeships by widening the market and raising professional standards in your industry
- You can work with an organisation like ILM to align and adapt your existing programmes to apprenticeships



There are three routes for employers to become training providers:

- As an employer-provider who delivers some, or all, of the off-the-job training element of an apprenticeship to their own staff
- As a provider who delivers training to other employers' staff, as well as their own staff
- As a sub-contractor to a main provider

You will need to apply to the Register of Apprenticeship Training Providers to become an employer-provider or provider, be subject to inspection by Ofsted and provide information and data to the Skills Funding Agency (SFA).

Finding a provider

Alternatively, you can find an existing provider who is approved to deliver apprenticeships and can deliver the off the job elements of the training.

Benefits of finding an external provider:

- You'll be working with experienced professionals who have delivered apprenticeships before. ILM's network of providers can ensure you're getting a high quality of off the job training
- It's a more effective option for organisations without a learning and development department or a small L&D function

The SFA have published the [Register of Approved Apprenticeship Training Providers \(RoATP\)](#), which you can download here.



ILM Apprenticeship Guidance

Want to find out more about apprenticeships?
Download our series of guides:

Out now

The Apprenticeship Levy: An employer guide
<https://r1.surveysandforms.com/d23wwa35-9726xvc1>

Management Apprenticeships: The solution to the
leadership skills gap?
<https://r1.surveysandforms.com/d23wwa35-722a0gb2>

Coming soon

Engaging and retaining apprentices: Employer Guide
Next steps: Getting up and running

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About ILM

ILM is the leading specialist provider of leadership qualifications in the UK. Last year, over 70,000 people enhanced their skills and performance with ILM, including 14,000 management apprentices.

We believe that great leaders can come from anywhere. With the right support, anyone can grow and develop to make a real difference to their team and organisation. Which is why we help individuals from all levels to realise and apply their potential, so that the organisations they work for can reap the benefits.

ILM is a City & Guilds Group Business. All ILM qualifications are awarded by The City and Guilds of London Institute, which was founded in 1878 and is incorporated by Royal Charter.

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