

# WHAT NEXT AFTER KICKSTART?

A GUIDE FOR SMALL AND MEDIUM  
SIZED EMPLOYERS



HAVE YOU CONSIDERED AN APPRENTICESHIP AS THE NEXT STEP FOR THOSE WHO HAVE SUCCESSFULLY COMPLETED A KICKSTART PROGRAMME WITH YOUR BUSINESS?

## What financial incentives are there?

From 1 April 2021 increased incentive payments are available for employers that recruit apprentices. This includes those that progress from the Kickstart programme. This means that there is no time like the present to progress Kickstart candidates onto an apprenticeship.



# How much are the new incentive payments?

**Employers will receive £3,000** for new employees of any age who start an apprenticeship between 1 April 2021 and 30 September 2021.

**An additional £1,000 is paid** for an apprentice aged 16-18 or under 25 with an Education Health and Care Plan (EHCP) or who has been in the care of the local authority.



# How can you use these incentive payments?

Employers can spend the incentive payments on anything that supports their organisational costs of employing an apprentice. This could include uniforms, safety equipment, apprentice travel or salary which will help you to continue the employment of your Kickstart participant. It does not have to be paid back to the government.



# How do employers receive the incentive payments?

Employers register for and set up a government Apprenticeship Service Account to:

- Select the most appropriate apprenticeship to meet your business needs.
- Choose a training provider to train the apprentice.
- Create a digital apprenticeship account if one is not already set up.
- Add apprentices and, when approved by employer/training provider, request incentive payments
- Receive incentive payments in line with Government time frames.



Register here: [www.accounts.manage-apprenticeships.service.gov.uk](http://www.accounts.manage-apprenticeships.service.gov.uk)

# How much do I pay an apprentice?

Although the Government has been paying your Kickstart participants' salary and NI contribution, employers are responsible for paying apprentices.

However, the minimum hourly pay rate for Apprentice pay is low and NI contributions are covered by the government for Apprentices under 25 years old.

## Further details:

[www.gov.uk/employing-an-apprentice/pay-and-conditions-for-apprentices](https://www.gov.uk/employing-an-apprentice/pay-and-conditions-for-apprentices)

Once an apprentice is recruited, they become an official employee and you should provide them with a contract of employment.

Your Kickstart participant will also require an 'apprenticeship agreement' and a template can be found here:

[www.gov.uk/government/publications/apprenticeship-agreement-template](https://www.gov.uk/government/publications/apprenticeship-agreement-template)



# How long do Apprenticeships last?

There are over 600 Apprenticeship Standards available across a range of occupational roles from level 2 to level 7.

Only a government approved apprenticeship standard can be offered as an apprenticeship.

An apprenticeship lasts a minimum of 12+ months plus an agreed period to complete the end point assessment. Many last longer, depending on the knowledge, skills and behaviours needed to become competent in their job role.

[www.apprenticeships.gov.uk/employers/browse-by-sector](http://www.apprenticeships.gov.uk/employers/browse-by-sector)

[www.instituteforapprenticeships.org/apprenticeship-standards](http://www.instituteforapprenticeships.org/apprenticeship-standards)



# Extra support for small employers

The government will fund all of the apprenticeship training costs, up to the maximum value of the funding band for the apprenticeship, for employers employing fewer than 50 people if, on the first day of their apprenticeship, the apprentice is:

- Aged between 16 and 18 years old (or 15 years old if the apprentice's 16th birthday is between the last Friday of June and 31 August); or
- Aged between 19 and 24 years old and has either:
  - an EHC plan provided by their local authority; or
  - has been in the care of their local authority as defined in paragraph E101.





# How to find a levy paying employer with funds to transfer

- Contact your Local Enterprise Partnership (LEP) who may be able to match you with a levy paying employer.
- Contact the lead employer of any supply chain you are in - they may be a levy payer.
- Contact larger employers in your industry.
- Contact public bodies such as local authorities, city councils and NHS Trusts who may have levy monies available.
- Contact local training providers and employer engagement teams at your local college.



# Finding an apprenticeship training provider

Choosing a training provider that is right for your business is important. The Find Apprenticeship Training Service helps you choose those that offer training in the apprenticeship/s you have chosen along with reviews from other employers that have used them.

[www.apprenticeships.gov.uk/employers/choose-training-provider](http://www.apprenticeships.gov.uk/employers/choose-training-provider)

