

FREQUENTLY
ASKED QUESTIONS

APPRENTICESHIP PROGRAMME

2020/21



FAQs - The employer:

What are my responsibilities as an employer?

Your responsibility as an employer is to provide your apprentice with good quality on-the-job training, to pay them fairly and to treat them well and as you would any other employee.

How could an apprentice benefit my business?

An apprentice can be of great benefit to your business. It is an opportunity to fill skills shortages, bring in fresh new skills, increase productivity and help to motivate the rest of your staff.

I have an employee keen to do an apprenticeship. Can I still take them on as an apprentice?

Yes. You and your identified apprentice can apply for the British Gymnastics Apprenticeship Programme by completing the application form.

What do I pay an apprentice?

In accordance with the statutory requirements, the minimum hourly rate to employ an apprentice is £4.15 per hour from April 2020. This applies to all apprentices aged 16-18, and those aged 19+ and in the first 12 months of their apprenticeship, after the first 12 months National Minimum Wage for their age will apply. As an employer, you must make sure that all your apprentices are being paid the National Minimum Wage (or National Living Wage if age 25 or over). The NMW rate for apprentices is detailed below:

Age	25 and over	21 - 24	18 - 20	Under 18	Apprentice
April 2020	£8.72	£8.20	£6.45	£4.55	£4.15

NMW (or NLW) apply to time working as well as the time spent training on-the-job and at college/studying. You should be aware that the NMW/ NLW is subject to an increase in April each year.

Can I pay them a higher salary or bonuses?

Yes.

How do I pay them?

Apprentices are paid via your normal payroll processes for employees.

What is the cost to me?

Like all employees, apprentices must receive a wage. There is also the cost of the supervision, support and mentoring that you will need to put in place to support the apprentice. Consideration should also be given to the cost of National Insurance contributions and pensions etc.

Will I need to give them time off to study?

As an employer you will need to provide a certain amount of flexibility so that your apprentice can study for their qualification. You will also need to allow the apprentice to undertake 20% off-the-job training. The training provided at Lilleshall, will support the apprentice to develop skills that are relevant to their chosen standard/framework. Therefore, these residentials will count towards the 20% off-the-job training requirement. Further information regarding what else can count towards the 20% off-the-job training, can be found in the information pack under 'What is off-the-job training'.

Is there a limit to the number of apprentices that I can take on?

No, you can take as many as you need, but should be mindful of the time and support required to ensure that the apprenticeship is successful. Each apprentice will need to be effectively managed and suitable support for each apprentice provided.

Am I eligible to receive any Government grants?

If you employ an apprentice aged 16-18 you will receive a Government incentive payment of £1000 per apprentice. The incentive will be paid to the employer in two instalments of £500. The first payment will be between month 4 and 5 if the apprentice remains in employment for the first 90 days of the apprenticeship and the second between month 13 and 14 if the apprentice has completed 365 days of the apprenticeship.

How many hours can they work?

An apprentice can work a minimum of 30 hours on the British Gymnastics programme, up to a maximum of 40 hours per week. They should not work more than eight hours per day. The minimum duration of each apprenticeship is based on the apprentice working at least 30 hours a week, including any off-the-job training they undertake. Part-time hours can be agreed with the College if necessary, however this must still enable the apprentice to undertake sufficient regular training and on-the-job activity to ensure they are likely to successfully complete their apprenticeship and will extend the duration of the programme.

Can they work weekends or bank holidays?

Yes, they can, if their total working week is not more than 40 hours. Normal working time regulations will apply, please see here for further details: <https://www.gov.uk/apprenticeships-guide/pay-and-conditions>.

Are they entitled to Sick Pay?

Your apprentice, as an employee, may be eligible for Statutory Sick Pay (SSP), for up to 28 weeks. You can offer more if you have a company sick pay scheme (you can't offer less). Company schemes are also called 'contractual' or 'occupational' sick pay and must be included in an employment contract. For more information, please visit:

www.gov.uk/employers-sick-pay or contact DAS Law.

How much time off will they need?

Apprentices usually attend workshops and training sessions. They may also need to attend extra sessions for functional skills (Maths, English, ICT) if they require extra support. This will be agreed in advance with the College assessor.

What holidays are they entitled to?

The same as any other employee within the organisation. Under the Working Time Regulations (WTR) full-time employees are entitled to at least 5.6 weeks (28 days) per year including public and bank holidays. This is prorated for part-time employees. Please click here for further information:

<https://www.gov.uk/apprenticeships-guide/pay-and-conditions>

Do I need to give them a contract of employment?

Yes, your apprentice will be employed by the organisation and must be issued with a contract of employment. For advice on this, you can contact DAS Law. For a free template contract, you can contact the Business Support Partners at at business-support@british-gymnastics.org.

Will I need to spend time with them?

It is important that you give your apprentice regular feedback so they can learn how to develop new skills on-the-job. Your apprentice will also need to spend one hour per week working on project work in the workplace as part of their apprenticeship. As part of this programme you will be required to assign a learning mentor to support your apprentice, and your apprentice should be supervised while they are in training and developing their skills. Your apprentice's mentor should be someone other than their direct line manager and they should have regular communication to discuss any queries or concerns. If you have any queries as an employer or mentor you should contact Amelia Davies or Amanda Charlton at Bridgwater & Taunton College directly via email: business@btc.ac.uk

If my club doesn't have a dedicated facility, can I still employ an apprentice?

Yes, we have had clubs involved in the British Gymnastics Apprenticeship Programme who don't operate from a dedicated facility. However, please bear in mind the minimum employment requirements stated above, before employing an apprentice. If you would like further information around this topic, please contact Bridgwater & Taunton College to discuss:

business@btc.ac.uk.

How many times will the assessor come to my offices?

Throughout the year, Bridgwater & Taunton College will assess the individual's progress towards their qualifications using a variety of methods including eLearning and assessor visits every eight weeks as a minimum. The visits will require the individual and their line manager and/or mentor to be available and assessors will use methods such as observation, professional discussion and requesting witness testimonies from mentors, or managers. More information on this will be provided on the sign-up day.

Are there any guidelines around employing a young worker?

All employees have employment rights in relation to employment legislation. As an apprentice and potentially a young worker, there are additional rights that afford the individual further protection at work:

There are specific rules that need to be complied with if the individual is under 18:

- All children must remain in full-time education until they reach school leaving age. School leaving age in England, Wales and Scotland is 16. However, there are specific rules for further education in England until the age of 18.
- If under school leaving age, they must not work during school hours. Bye-Laws apply.
- If a worker is over school leaving age and under 18, they should not work more than 8 hours a day, or more than 40 hours a week. They are also entitled to the following enhanced rest breaks and working time provisions:
 1. A 30-minute rest break if they work more than 4.5 hours (if possible this should be one continuous break).
 2. A daily rest of 12 hours.
 3. Weekly rest of 48 hours.
 4. National Minimum Wage (NMW) applies to workers aged 16 and over. The current rate, as of April 2019 for workers under 18 is £4.55. Please note, the Apprentice Minimum Wage is £4.15

For more information, please visit:

www.acas.org.uk/media/pdf/0/i/Employing_younger_workers_Nov.pdf

What happens if it isn't working out?

The apprentice needs to comply with all the club's standards, policies and procedures. You should maintain contact with Bridgwater & Taunton College to review any issues in relation to the programme requirements. As with any employee, you should ensure that you follow your internal process in addressing concerns. However, apprentices are entitled to a range of rights that are not extended to other employees, including protection from redundancy. You would need to seek legal advice in advance, at no extra cost, from DAS Law on 0117 933 0617 if you are considering dismissing the apprentice, e.g. on the grounds of gross misconduct, following a final written warning, or for breach of contract.

What happens at the end of the programme?

A key objective of the programme is to support clubs to develop their workforce, creating a skilled and sustainable workforce that will provide opportunities to develop and grow participation. Throughout their apprenticeship you will have had the opportunity to tailor your apprentice's skills and knowledge to best suit the needs of the organisation and on completion, it is hoped you will continue to employ the individual as a permanent member of staff.

FAQs - The apprentice:

What is an apprenticeship?

An apprenticeship allows you to combine work and study by mixing on-the-job training with learning. You will gain a recognised qualification through training. An apprentice will have the opportunity to gain vital skills, whilst earning a wage. Ultimately Apprenticeship Programmes are carefully planned by the workplace industry to give their employees all the knowledge and information they need to fulfil a job role successfully. For more information, please visit: www.apprenticeships.gov.uk/

Who can be an apprentice?

Apprenticeships are available to anyone 16 years or older who is not in full-time education and who has obtained an employment contract with an organisation. British Gymnastics is keen to support people of all backgrounds to become apprentices within British Gymnastics registered clubs to develop a career within the sport. We welcome applications from all individuals and will work closely with both the apprentice and the employer to ensure that it is possible to support any individual needs. It is possible to become an apprentice if you are already employed by a registered club.

What does the British Gymnastics Apprenticeship Programme involve?

There are three parts to the Apprenticeship Programme. The first relates to training delivered by Bridgwater & Taunton College that the individual undertakes via online learning and assessment visits to the workplace. There is also an End Point Assessment (Apprenticeship Standards only). Secondly, two training residentials provided by British Gymnastics and ongoing support where applicable. The third is employment within a British Gymnastics registered club. This will be the student's main study programme and they are not expected to complete any additional study on top of that required by the programme.



What does the employer do?

The registered club will employ the apprentice. There is a requirement for employment to be for a minimum of 12 months (dependent on the length of the apprenticeship) and for at least 30 hours per week*. The apprentice must spend 20% of their time across their apprenticeship in off-the-job training and study set by the College will contribute to this. These hours will be paid working hours and can be completed under normal working arrangements with suitable supervision. The employer will develop the apprentice in a way that is beneficial to them and conducive to the working environment to enable a positive and valuable experience for both.

*The minimum duration of each apprenticeship is based on the apprentice working at least 30 hours a week, including any off-the-job training they undertake. Part-time hours can be agreed with the College if necessary, however this must still enable the apprentice to undertake sufficient regular training and on-the-job activity to ensure they are likely to successfully complete their apprenticeship and will extend the duration of the programme.

Can I be a part-time apprentice?

You must be able to work a minimum of 30 hours per week for the duration of the apprenticeship, subject to time off according to statutory or company holiday entitlement (whichever is more). This applies unless an alternative arrangement has been agreed with both your employer and the college, if you are working for less than 30 hours per week the duration of your apprenticeship may increase.

How old do I need to be to be a part of the programme?

To be involved in our Apprenticeship Programme, you need to be at least 16 years old on 31st August 2019 and have finished school. For specific entry requirements relating to each course, please see the information detailed in the Minimum Entry Requirements section.

Is the Apprenticeship Programme for me?

The Apprenticeship Programme is aimed at individuals with a strong passion to develop a future career in gymnastics. The ideal applicant is one who has the aspiration, commitment and passion to remain and develop in gymnastics over a long period of time. Applicants should want to be part of the development of gymnastics in their local community and use local relationships to achieve this. Applicants should be committed to seeking a career within gymnastics, potentially in their employer's environment. Whilst working through the first year of the Apprenticeship Programme, positivity and self-motivation are key characteristics within applicants.



Where does the training for the Apprenticeship Programme take place?

The training for the qualification section of the Apprenticeship Programme will take place via online learning and workplace assessments, meaning it can be completed anywhere in the country. Coursework will be set, monitored and submitted via online submissions normally for around 3-4 weeks per unit. Apprentices, Employers and British Gymnastics will all have access to view this information. The bespoke training delivered by British Gymnastics will take place at two residential events across the year at Lilleshall National Sports Centre.

Am I allowed any holiday?

Yes. As an employee, you will receive the usual employee entitlements. If full-time, your holiday entitlement will be at least 20 days' holiday per year, plus bank and public holidays. This will be prorated if your hours are part-time. If your employer provides additional holiday to that set out in the Working Time Regulations (1998) you may be entitled to more. For further information, please visit: www.gov.uk/apprenticeships-guide/pay-and-conditions and speak with the club that is providing your employment to understand their terms and conditions.

Am I entitled to Sick Pay?

You are entitled to Statutory Sick Pay (SSP) if you're too ill to work. It's paid by your employer for up to 28 weeks. You need to qualify for SSP and have been off work sick for 4 or more days in a row (including non-working days). You can't get less than the statutory amount. You may be entitled to more, depending on whether your employer has a sick pay scheme (or 'occupational scheme') - check your employment contract. For more information, please visit www.gov.uk/statutory-sick-pay

How much will I earn as an apprentice?

Whilst undertaking this Apprenticeship Programme, your employer will be required to pay the minimum apprenticeship wage, which starts at £4.15 per hour and is dependent upon age. This is a statutory minimum and can change year on year. For more information, please visit: www.gov.uk/national-minimum-wage-rates.

Do my training events with British Gymnastics count towards my working hours per week?

Yes. The time taking part in training from British Gymnastics will count towards your 30-hour working week. You should be aware however, that if you are an apprentice under 18 years old, you must ensure that you and your employer comply with the Working Time Regulations in relation to young workers.

Does the employer cover payment for the British Gymnastics training residential events?

British Gymnastics will cover one night's accommodation costs associated with the training events at Lilleshall National Sports Centre. Either you or your employer will be responsible for covering travel costs and, if necessary, additional accommodation and this should be decided and agreed before you start your apprenticeship. Your employer will also need to pay you for the hours you spend undertaking training at the British Gymnastics training events (up to a maximum of eight hours per day).

How will I know when I am part of the Apprenticeship Programme?

The deadline for applications is the 9th June 2019. You will be contacted if you have been successful in your initial application to be a part of the Programme. Shortlisted candidates will then be invited to the sign-up day in July at Lilleshall National Sports Centre to be interviewed by a panel made up of staff from the college who lead this programme. Subject to a successful interview, you will then be accepted onto the Apprenticeship Programme. Both the registered club (employer) and apprentices will be invited to the sign-up day.

When will the Apprenticeship Programme start?

Successful candidates will commence employment with their specified British Gymnastics registered club at the start of the 2020 academic year, on or shortly after 1st September 2020.

I don't receive my exam results until August; can I still apply?

Yes, you can still apply with your predicted grades. If successful, you will then be offered a conditional place on the programme, until your examination results are released.

Do I get UCAS points from my apprenticeship?

You would need to progress onto a Level 3 qualification if you wished to later progress on to university. However, if you are undertaking a Level 3 Apprenticeship then a reference from the College will often be required as part of the entry criteria for university.

In addition to this the UCAS handbook (<https://www.ucas.com/sites/default/files/2015-uk-qualifications.pdf>, page 27/8) states that “progression to FE and HE, including foundation degrees” is possible after obtaining a Level 3 Apprenticeship qualification.

What coaching qualification will I receive as part of the Level 2 Community Activator Coach Standard?

The Level 2 Community Activator Coach Apprenticeship Standard will include obtaining a relevant Level 1 or Level 2 (whichever is applicable) gymnastics or trampolining coaching qualification with no additional fee.

What happens at the end of the Apprenticeship Programme?

Most apprentices stay with their employer after completion of their apprenticeship, as they gain the hands-on experience and knowledge needed to continue into a permanent role. Throughout your apprenticeship you will have been at the heart of your club and can continue to make a positive contribution to its future, by supporting the development of its workforce to increase capacity and participation in the sport of gymnastics. There may also be opportunity for you to study additional qualifications to progress your career within the organisation.

Where can I get more information about the programme?

Please visit www.british-gymnastics.org/clubs/club-support/apprenticeship-programme.

Alternatively, for specific questions, please email business@btc.ac.uk.

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