



**EMPLOYERS'
GUIDE**

EMPLOYERS' GUIDE TO HIRING A LEVEL 3 DIGITAL SUPPORT TECHNICIAN APPRENTICE



HOW DO APPRENTICESHIPS WORK FOR EMPLOYERS?

Hiring apprentices is one of the best ways to grow your business with motivated and qualified professionals.

The majority of apprenticeships are almost entirely Government-funded, with further incentives being offered to employers. This means that you are able to grow your teams in a cost-effective way, while also benefiting from dedicated professionals armed with the most relevant and up-to-date industry knowledge.

Your apprentice will likely be with you for 12-15 months and will carry out tasks that are central to your business. While the apprentice learns their craft and earns an industry-recognised qualification, you will benefit from a new member in your team – someone who is passionate and energised and armed with the skills and support to deliver the highest quality work.



WHY A LEVEL 3 DIGITAL SUPPORT TECHNICIAN APPRENTICE FROM THE B2W GROUP?

Whether you are a large or small company, digital and IT services are a central part of ensuring your operations run smoothly and securely. They are also vital to the growth and security of a business.

A Digital Support Technician will diagnose digital service gaps, implement new technology and support project growth. Having an apprentice in your team means you're able to develop skills that are central to your business development.

Apprentices have the skills to support you in the digital world. Their job is to implement and support organisations' digital processes, tools and platforms. Specialist coaching from The B2W Group means that Digital Support Technician Apprentices can support you and your team with:

Digital transformation

Monitoring of information systems

The latest digital platforms

Internal & external communication tools

Internal & external digital enquiries

Digital channels

Digital information systems

Digital IT support

Apprenticeships also help with succession planning, as you can build an employee's experience in a way that allows them to take on more senior roles in the future.

WHAT FUNDING AND SUPPORT WILL YOU RECEIVE?

Funding depends on whether or not your business pays the apprenticeship levy - a tax on UK employers to fund new apprenticeships. You pay the levy if you're a business with a pay bill over £3 million each year (which includes SMEs).

Regardless of levy status, you will receive £1,000 for each new apprentice you hire aged 16 to 18 years old, or under 25 with an education, health and care plan (EHC) or have been in the care of their local authority.

You can hire up to 10 apprentices per year, amounting to £10,000 in support. You can spend it on anything that helps support your organisation's costs (uniform, travel costs etc).

For SMEs with a pay bill less than £3 million each year, the government will fund 95% of the costs associated with training and assessing your apprentice. Every SME (non-levy paying business) is entitled to 10 fully funded apprentices per year via the government. Once this amount (more than 10 apprentices) is exceeded you will pick up the remaining 5% cost.

If your business pays the levy, you'll already be receiving funds to spend on training and assessing your apprentices. The government will add 10% to this.

WHAT ARE YOUR RESPONSIBILITIES WHEN YOU HIRE AN APPRENTICE?



As an employer, it's important to ensure that an apprentice is the right fit for your business. Therefore, your responsibilities are:

- Have a contract that covers at least the minimum stay of the apprenticeship.
- Pay the apprentice at least the national minimum wage for their age group. The funding support discussed above makes this a cost-effective option for all businesses.
- Ensure that the apprentice learns job-specific skills.
- Allow time for 20% "off-the-job" training during the working week, tailored to meet your schedule and business needs (one day per week, two afternoons, a few hours a day etc).

NEXT STEPS:

The B2W Group is here to help you navigate the process of hiring a Digital Support Technician Apprentice. Get in touch with our team today to discuss what opportunities are available to you, and how you can reap the benefits of a highly-skilled workforce.

**SPEAK TO US
ABOUT HIRING AN APPRENTICE**

CONTACT US:



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