

Apprenticeships are getting even better! The first of a range of high quality Trailblazer apprenticeships were introduced in 2014. These Trailblazers are designed by employers for employers, to ensure that apprenticeships support businesses to grow and prosper.

What is different about Trailblazer apprenticeships?

All Trailblazers are built around an employer-designed apprenticeship standard which sets out what an apprentice will be able to do on completion of their apprenticeship.

Trailblazer apprenticeships assess an apprentice through a rigorous end point assessment, designed by employers, which will ensure that the apprentice really can do the job they've trained for before completing their apprenticeship.

The full suite of Trailblazer apprenticeships can be found [here](#). Many more Trailblazers, covering a wide range of occupations, are in the pipeline.

Is Government funding available for these Trailblazer apprenticeships?

Yes. The Government will contribute towards the cost of external training and assessment of apprentices to meet the standard. It has been confirmed that, in the 2014/15 and 2015/16 academic years, for every £1 an employer pays towards the cost of training and assessment, Government will pay £2.

The overall amount the Government contributes will depend on which funding cap the apprenticeship standard has been allocated to (see table below).

Is there any extra funding available?

Yes. Every time you hire an apprentice on one of these new Trailblazer apprenticeships you can receive additional payments:

- If your apprentice is 16-18 years old.
- If you are a small business with less than 50 employees.
- If your apprentice successfully completes their apprenticeship.

Core Government Contribution (CGC) Cap:		Cap 1	Cap 2	Cap 3	Cap 4	Cap 5
£2 for every £1 from employer		£2,000	£3,000	£6,000	£8,000	£18,000
Additional incentive payments	Recruiting a 16-18 year old	£600	£900	£1,800	£2,400	£5,400
	For a small business (<50)	£500	£500	£900	£1,200	£2,700
	For successful completion	£500	£500	£900	£1,200	£2,700
Maximum total Government contribution		£3,600	£4,900	£9,600	£12,800	£28,800

Agreeing a price with your training and assessment provider

In the 2014/15 and 2015/16 academic years the actual price for the external training and assessment your apprentice undertakes will be agreed between you and your training provider. The price will vary depending on the needs of you and your apprentice. This will be set out in an agreement written by your training provider, along with the detail of the training and assessment to be undertaken in the apprenticeship. Your training provider should be able to make the arrangements for the training and assessment for you.

What are the employer's key responsibilities?

An apprenticeship is a real job so you must ensure your apprentice is undertaking real work which is productive. You will also need to ensure that you provide your apprentice with a range of experience and opportunities that can help aid their future progression, and you will also allow them to attend external off-the-job training and assessment as part of their paid working hours. This will equip your apprentice with the skills and knowledge required to complete the apprenticeship standard and master an occupation.

All Trailblazer apprenticeships will last for a minimum of 12 months and you will be expected to employ an apprentice for the full duration of their apprenticeship. Apprenticeships may take between 1-4 years to complete. In most cases you will be expected to employ an apprentice for at least 30 hours per week.

Apprenticeship Training Agencies

If you would like to hire an apprentice, but are currently unable to employ one directly you may wish to consider using the services of an [apprenticeship training agency](#).

In-house training

If you are considering delivering training in-house, rather than via an external training provider, you will need to refer to the [Apprenticeship Trailblazer Funding Rules 2014 to 2015](#) for more details.

Further Information

If you would like to find out more about employing an apprentice you can call us on **08000 150 600**.

For more details on how the Government funds apprenticeship standards and what additional payments you may be entitled to, please go to [Trailblazer Apprenticeship Funding Requirements 2014 to 2015 for Employers](#).

For more information about apprenticeships please visit the gov.uk website.

How can I employ an apprentice on an apprenticeship standard?

	What do I need to do?	What should I expect from my provider?
Choose your apprenticeship	Now that you have decided to take on an apprentice, you can select the relevant employer-designed standard and see details of the associated funding cap on our website .	
Prepare the delivery of the apprenticeship	Next, you will need to choose the education and training provider(s) to deliver the training and assessment to your apprentice, appointing a lead provider to co-ordinate the training programme for you. A list of lead providers with apprenticeship funding allocations 2014 to 2015 is on our website . As with any other commercial process, you will need to agree a provisional price for this service as part of the discussion.	The lead provider will help co-ordinate the funding and the delivery of the apprenticeship.
Confirm your eligibility	Now go ahead and recruit your apprentice. Don't forget you can use the free Find an apprenticeship to advertise your opportunity.	Once the apprentice is recruited, the lead provider can then help you to check and confirm whether you are eligible for the small employer and 16 to 18 incentive payments.
Finalise apprenticeship delivery	You are now ready to agree a final price with your chosen providers based on your individual apprentice's needs. Before the apprentice can start, draw up your written agreement with your lead provider so the responsibilities are set out clearly.	If appropriate, the lead provider will then co-ordinate payment arrangements with your other providers and ensure they are ready for delivery.
Start the apprenticeship	Your apprentice can now be employed. One key thing to complete is an apprenticeship agreement with your apprentice.	Your lead provider can then register your employed apprentice with the Skills Funding Agency.
Train the apprentice	Throughout the delivery of the apprenticeship, make sure you are receiving any employer incentive payments you are eligible for through the lead provider; similarly ensure that the lead provider is also receiving your employer contributions.	Your providers will now be training your apprentice up to the standard, working with you to help them develop the skills, knowledge and behaviours set out in the standard. The lead provider will also be collecting and confirming your employer contributions, whilst also receiving any incentive payments and transferring them in full to you.
Assess the apprentice	Once the apprentice has completed the end-point assessment, confirm with the assessment organisation that the apprentice has achieved the apprenticeship standard.	Your agreed assessment organisation will assess your apprentice with the end-point assessment.
Complete the apprenticeship	Congratulations, your apprentice has now successfully completed the apprenticeship! Make sure you receive the completion payment (through the lead provider).	After the apprentice successfully completes the apprenticeship, they will receive a certificate. Your lead provider will then communicate and confirm this with the Skills Funding Agency. The lead provider will also receive the completion payment and pass it in full to you.