

APPRENTICESHIP OFFER



APPRENTICESHIP	LENGTH (MONTHS)	LEVEL	TOTAL COSTS	5% CONTRIBUTION
Business Administrator	18	3	£5000	£250*
Customer Service Practitioner	15	2	£3500	£175*
Customer Service Specialist	18	3	£4000	£200*
Team Leader	15	3	£4500	£225*
Operations/Departmental Manager	24	5	£7000	£350*
Junior Estate Agent	15	2	£4000	£200*
Housing/Property Management Assistant	15	2	£3000	£150*
Housing/Property Management	18	3	£9000	£450*
Senior Housing/Property Management	24	4	£9000	£450*

*For SMEs only

MICROBUSINESSES (50 employees or less)

- Apprenticeship costs will be covered by the government if the employer has less than 50 employees and the apprentice is aged 16-18.
- The costs will also be covered if the learner is 19-24 and has an Educational Healthcare Plan or has been in Local Authority Care.

SMALL-MEDIUM ENTERPRISE (less than £3 million wage bill)

- SMEs must pay a 5% contribution to apprenticeship programmes from April 1st 2019. Up to this date a 10% contribution fee applies.

LARGE BUSINESSES (over a £3 million wage bill)

- Larger businesses, with an annual wage bill over £3 million, are required to pay 0.5% of this wage bill to the Apprenticeship Service and this will then be used to fund apprenticeships for their business.
- HMRC will collect the money on a monthly basis through PAYE.
- This money then goes into the organisation's Digital Apprenticeship Service account.
- The apprenticeship levy funds will expire 24 months after they enter the account.