

Benefits of choosing WLT for your training

- **Open 48 weeks of the year:** training is not delayed by breaks in the traditional academic year, meaning your apprentices can qualify sooner!
- **Success rates:** our pass rates are well above the national average
- **Continuous enrolment:** courses usually start within 3-4 months of application.
- **Student-trainer ratios:** average class size of 12, allowing learners more time to ask questions.
- **Specialist training centre:** highly experienced training team operating from purpose-developed facilities.
- **One-stop shop:** we offer a full range of relevant associated courses relevant to your apprentice's training available in one location e.g. ACS, AM2, Part P.

Who is eligible for an Apprenticeship?

- **16 to 24 years**, with limited funding available for over 25s
- **Male or female**
- **Employed**, including self-employed, within the industry (min. 16 hours per week)
- **This includes those already working in the industry** who do not already hold relevant qualifications. E.g. present employees and 'mates'

How long does it take?

Course duration varies according to the programme and the cohort. Typically, durations are:

- Plumbing Apprenticeship (Level 2): 15 – 18 months
- Plumbing Advanced Apprenticeship (Level 3): 12 – 15 months
- Electrical Advanced Apprenticeship (Level 2 & 3): 30 – 33 months
- Gas Apprenticeship (Level 2): 12 – 15 months

What does it cost?

- **Government subsidies** cover the bulk of training costs.
- **An employer contribution** is required, which varies according to the age of your apprentice and the programme they are undertaking.
- **Assessment fees** for AM2 and ACS are payable within Level 3 programmes. Technical Certificate and NVQ assessment costs are covered by funding.
- **Training materials and textbooks** are included in the contribution. Apprentices need their own PPE e.g. protective footwear, and clothing suitable for a workshop environment.

Apprentice Age \ Programme Type	16 – 18	19 +
Apprenticeship (Level 2)	£350.00	£500.00
Advanced Apprenticeship (Level 3)	£500.00	£1000.00

Employer contribution rates. All prices are subject to VAT.

**For more information and to discuss your requirements, contact us on
01252 400370 or email apprenticeships@wlt-group.com**

Why take on an apprentice?

- **Upskill** your existing workforce – potential to enrol your existing employees
- **Expand** your business, increase productivity, and secure your business's future
- **Cost-effective** way to train employees, subsidised by public funds
- **Recognised City & Guilds qualifications** delivered on a day-release basis
- **Give something back:** there are hundreds of budding potential apprentices seeking placements to start their career in the industry
- **Help fill the skills gap** – training an apprentice will compensate for the nationwide shortage of qualified tradespersons.

What are the requirements for employers?

- **Pay and hours:** an apprentice must work at least 16 hours per week and earn min. £95 pw
- **Conditions:** an apprentices must have a Contract of Employment; and employers must have an Equal Opportunity policy
- **Health & Safety:** WLT Ltd conduct H&S audits during the enrolment process to ensure statutory requirements are being met. For example, the apprentice must be covered by Public and Employer's Liability Insurance and the employer is required to meet the cost of any PPE where required by law. H&S reviews are conducted according to the review schedule determined by the original audit.
- **Training Commitment:** signed by the employer when their apprentice enrolls. The employer is also expected to pay a contribution towards training fees (details below).

How can WLT Ltd help me with taking on an Apprentice?

We aim to help employers understand the requirements on them when taking on an apprentice and to assist wherever possible. Specifically we can help by providing:

- **Template document:** for Contract of Employment and Equal Opportunity policy
- **Referrals:** we can provide contact details of potential apprentices who are looking for a work placement.
- **Vacancy advertising:** we can place your contact details on our website and/or on the National Apprenticeship Vacancy Matching Service website
- Help for learners with learning difficulties

The process

- **Application and Enrolment:** we accept applications from apprentices year-round. We then invite the apprentice to the centre for an informal interview, and to complete initial paperwork and two short basic skills tests. Start date usually within 3 months of application.
- **Employer visit:** we visit the employer to conduct a Health and Safety audit and complete initial paperwork. An invoice for the contribution to training fees are sent to the employer.
- **Training:** takes place on a day-release basis (8am to 4pm), continuing throughout traditional academic holidays. We will notify you in the event of their absence.
- **Communication:** We conduct progress reviews with apprentices on an 8-weekly basis. We discuss progress with the employer as part of this process.
- **Assessment and progression:** assessments are conducted throughout the apprenticeship, and include on-site visits to achieve the NVQ. On successful completion of the apprenticeship, the WLT team are on hand to assist and advise apprentices and employers on continued training options.

**This information is intended as a summary only,
for full details please speak to a member of the Apprenticeship Team.**