



EMPLOYER Handbook

K I N G D O M C O L L E G E



Welcome!

We are pleased that you have chosen Kingdom College as your training provider. We would like to take this opportunity to welcome you into our organization and wish you success in your future endeavors. We are here to make sure; your apprentices receive the best possible training and support while they study with us. The qualification and training your apprentice will receive are of the highest quality, if you have any questions or concerns related to the training-please do not be hesitant to contact us at info@kingdomcollege.org.uk Wish you the best of luck with your studies.

Best Wishes,
Dr Faiz Subhani
Faiz Subhani
CEO

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OUR MISSION

Kingdom College thrives to tackle the employability and skills gap for the wider workforce community. Our business idea supports this mission by using high-quality technology to deliver and promote distinguished learning for individuals and support businesses.



OUR VALUES

- WE PROMOTE INTEGRITY, TRANSPARENCY TRUST, AND QUALITY.
- WE ENCOURAGE OPEN COMMUNICATION AND COLLABORATIVE CULTURE.
- INDIVIDUALS HAVE AUTONOMY AND TAKE OWNERSHIP OF THEIR DECISIONS.
- SUSTAINABILITY IS CENTRAL TO OUR BUSINESS IDEAS.
- WE BELIEVE IN CONTINUOUSLY INVESTING IN QUALITY STANDARDS AND PEOPLE.



WHAT IS APPRENTICESHIP?



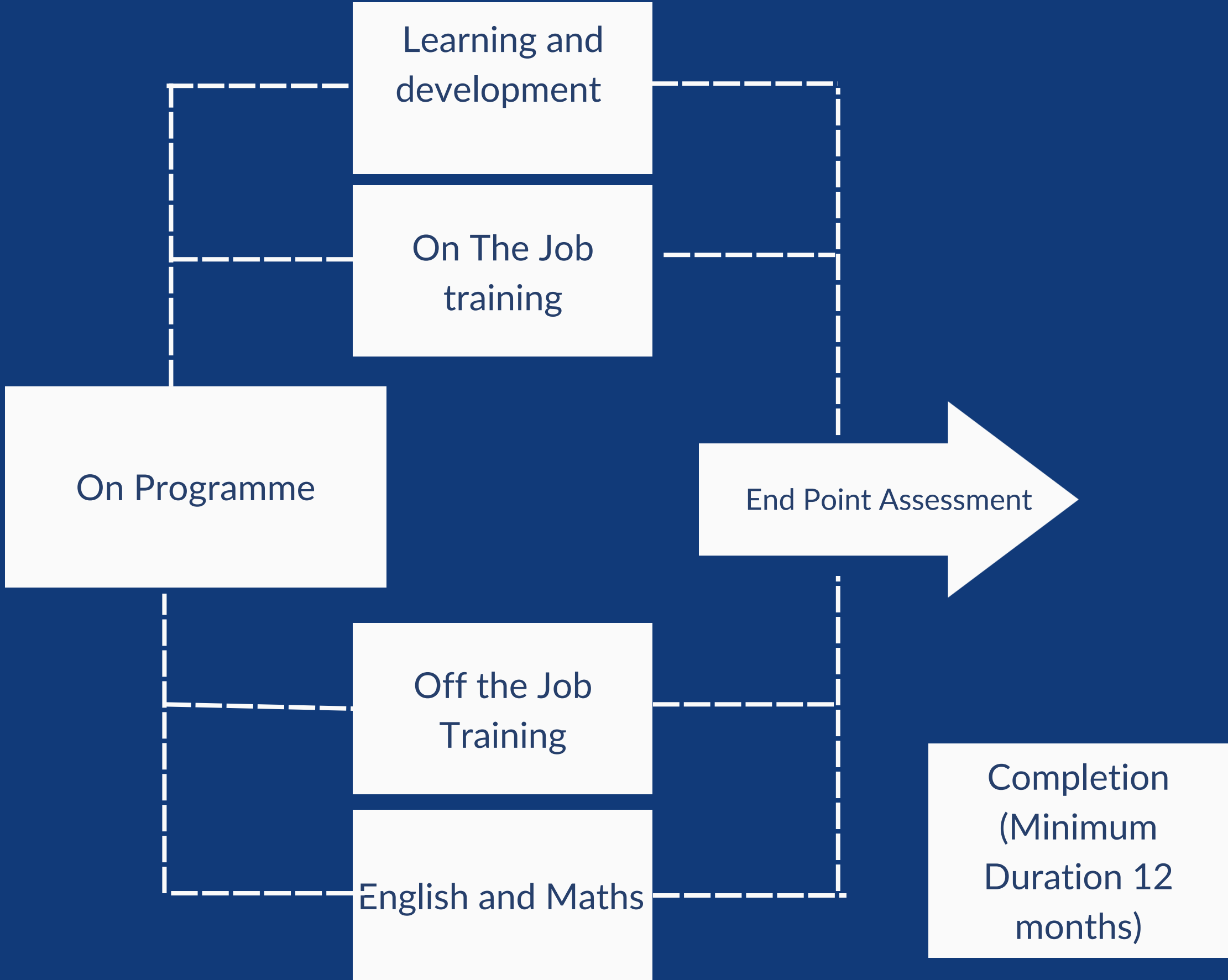
During the apprenticeship, you learn on a real job and get experienced and paid. KC offers a wide range of apprenticeship programmes in various fields and works closely with businesses and apprentices. Highly qualified staff with industrial experience at KC ensure training needs of the apprentices or businesses are met. If you need more guidance on the selection of the apprenticeship progrs, then see our apprenticeship pages or enquire about us today.



Apprenticeship JOURNEY



When Apprenticeship is completed the organization performance enhanced person is assured of a secure future. Opportunities for employment and advancement open up with the recognition of skills





WHO CAN BE PUT ON APPRENTICESHIP PROGRAMME

Any new existing staff over the age of 16 can apply for an apprenticeship

HOW LONG DOES AN APPRENTICESHIP LAST ?

The apprenticeship must be at least twelve months long but could last as long as four years depending on the level of qualification you are going to get.



WHAT DOES APPRENTICESHIP MEAN FOR EMPLOYERS?

Apprenticeship is a program in which an individual apprentice can gain a specific skill set and knowledge of a field, these skills are perfectly in line with the sector's standards. This helps a learner to fully understand the organization's environment and process, which in return helps in the efficiency of the organization. Apprenticeships are not what they used to be, now with the help of an apprenticeship you can help a new member of your workforce or an existing member gain new skills that are required by your organization.

Considering this fact, apprenticeships used to be only for young people to get into an industry or learn new skill sets. It is a way for an employer to increase the efficiency of their existing employees by giving them more useful skills needed. These skills, knowledge, and behavioral parts of the job can easily be gained using apprenticeships.

Although, this great opportunity is usually missed by most employers. Commonly, large organizations tend to assess the internal needs of their organization and offer those apprenticeships to their existing workforce or to young new people to welcome them into their company.



Who pays for an apprenticeship programme?

The government has set up funding bands to determine the maximum you can spend on each apprenticeship training course through your digital account and employers who do not pay the levy will pay 5% of the training cost of each apprentice they take on and the remaining 95% will be paid by the government.

Non-Levy Example: Emma is undertaking a level 3 retail team leader apprenticeship with a non-levy employer. The government has set the maximum funding band for this apprenticeship training to be £5000. The agreed training cost between the employer and the training provider decided is £5000. Out of a total of £5000 training cost, the government will pay £4750 and the employer will pay £250(throughout the apprenticeship program.

Employers with a pay bill of over £3 million each year pay Apprenticeship Levy. Levy-paid employers to manage funds using the apprenticeship service and spend it on training and assessing their apprentices. The government will apply a 10% top-up to the funds you have in your account

EMPLOYER'S RESPONSIBILITIES

As an employer of an apprentice, you have certain responsibilities that you must abide by to meet both your legal obligation as well as meet the ESFA funding rules. Your responsibilities include, but are not exhaustive the following:

- You must offer the apprentice a contract for the duration of the apprenticeship
- You must give the apprentice a minimum of 20% of their paid time as 'off the job training'
- You must have an apprentice agreement in place between you and the apprentice
- You must meet the national apprenticeship pay rate or pay above
- You must offer the apprentice the same employee benefits as other staff
- You must agree an apprenticeship contract with your chosen training provider
- You must give on-the-job training to your apprentice for them to become ready for the End Point Assessment and ultimately succeed in their apprenticeship

Responsibilities of the Line Manager

- **FEEDBACK TO THE APPRENTICE**

PROVIDE REGULAR FEEDBACK TO THE APPRENTICE ON THEIR PERFORMANCE IN THEIR JOB IN ORDER TO SUPPORT THEIR DEVELOPMENT AND ENSURING THAT THE NECESSARY SKILLS AND KNOWLEDGE FOR THEIR JOB ROLE AND APPRENTICESHIP PROGRAMME ARE EMBEDDED IN THE APPRENTICE.

- **TAKE PART IN THE INDUCTION**

TAKE PART IN THE INDUCTION PROCESS OF THE APPRENTICE TO GET INVOLVED IN THE ENTIRE ACTION PLAN.

- **SUPPORT THE PROGRAMME**

BY SIGNING VISITS REPORTS, PROVIDING WITNESS TESTIMONIES AND RELEASING THE LEARNER FROM THE WORKPLACE TO COMPLETE THE PROGRAMME.

- **USE AN ADAPTIVE MANAGEMENT APPROACH**

APPRENTICES ARE TO BE MANAGED IN THE SAME WAY AS ANY OTHER MEMBER OF STAFF, AN APPRENTICE MAY BE A YOUNG PERSON WORKING IN THEIR FIRST JOB ROLE. IF THIS IS THE CASE, THE LINE MANAGEMENT OF THE APPRENTICE MAY NEED A MORE HANDS-ON APPROACH DURING THEIR FIRST FEW WEEKS AT WORK.

- **MANAGE THE APPRENTICESHIP**

ENSURE THE BUSINESS IS AWARE IF THERE IS ANY RISK THAT THE APPRENTICE WILL NOT COMPLETE THEIR APPRENTICESHIP ON TIME.

- **MONITOR PROGRESS**

THE LINE MANAGER WILL BE GIVEN ACCESS TO MANAGEMENT INFORMATION TO SHOW THE APPRENTICESHIP PROGRESS.

- **AGREE ON AN ACTION PLAN**

THE LINE MANAGER SHOULD DISCUSS AND AGREE ON AN ACTION PLAN WITH THE APPRENTICE AND TUTOR/ASSESSOR TO ADDRESS ANY ISSUES IDENTIFIED DURING THE PROCESS.

- **SET OBJECTIVES**

WHEN SETTING OBJECTIVES FOR THE APPRENTICE, THROUGH THE BUSINESS'S USUAL REVIEW PROCESSES, IT IS IMPORTANT THAT ONE OF THE APPRENTICE'S OBJECTIVES IS LINKED TO THE SUCCESSFUL COMPLETION OF THE APPRENTICESHIP. IT IS IMPORTANT THAT THE LINE MANAGER REMAINS CONTINUALLY AWARE OF THE APPRENTICE'S PROGRESS THROUGHOUT THE APPRENTICESHIP

Apprenticeship service account

All employers need to create an apprenticeship service account to get funding to pay for apprenticeship training and assessment costs. They can either create an account straight away or add their organization's details, and PAYE scheme and sign the agreement later.

- Get apprenticeship funding
- View financial transactions
- Create an apprenticeship advert
- Agree with a training commitment with a training provider
- [Click here to create an apprenticeship service account](#)
- [Click here to watch a video on how to create an apprenticeship service account](#)



Employers with an annual pay bill under £3 million must either add a PAYE scheme or their accounts office reference number. These employers will also be able to reserve funding for apprenticeships. Employers cannot access these services in their account until they add their PAYE scheme or accounts office reference number, then sign the employment agreement.

- The Employers Can Change the organization's details
- The User Can Change personal details
- Users get notified by the government when they need to complete a task
- The government also keeps a complete record of tasks

APPRENTICESHIP CONTRACT AND COMMITMENT STATEMENT

As per ESFA funding rules, KC will work with employers to develop and agree on a contract and commitment statement for all our apprenticeships. The contract is a two-way document between the employer and KC identifying working parameters and obligations for both parties to see the successful completion of a particular apprenticeship. The commitment statement is a three-way document agreed upon between the employer, the apprentice, and KC ensuring all parties have an understanding and commitment to the success of the apprenticeship.



20% OFF THE JOB Training

Off-the-job training is a statutory requirement for an English apprenticeship. It is training, which is received by the apprentice, during the apprentice's normal working hours, to achieve the knowledge, skills, and behaviors of the approved apprenticeship referenced in the apprenticeship agreement.

To be eligible for government funding at least 20% of the apprentice's normal working hours, over the planned duration of the training period within the apprenticeship (for standards this is called the practical period, which ends at the gateway for end-point assessment), must be spent on off-the-job training.

Apprentices may need more than 20% off-the-job training

Illustrative Example:

Sarah is undertaking an apprenticeship in professional accounting. Her training provider informs her of a lecture taking place on Wednesday evening; this will cover some of the knowledge that is fundamental to the apprenticeship standard that she is working towards. The lecture is taking place outside of Sarah's core hours of Monday to Friday 9 am to 5 pm.

Sarah's training provider will contact her employer and they agree that if Sarah attends the two-hour lecture on Wednesday evening, she can leave two hours early on Friday to make up the time.



WHAT'S INCLUDED

- Attending masterclass teaching and learning sessions
- Coaching
- Independent research
- In-house training
- Online learning
- Role-play
- Simulation exercises
- Team meetings that include training
- Shadowing
- Industry visits
- Mentoring
- Supervision with employer
- Writing assignments
- Online learning
- Manufacturer training
- Role play
- Simulation exercises
- Team meetings that include training
- Completion of reflective journal

WHAT'S NOT INCLUDED

- English and maths functional skills
- Training that doesn't work towards the knowledge, skills, and behaviours of the Apprenticeship
- Training that takes place outside of the Apprentices paid working hours
- Progress reviews
- On programme assessments
- Induction

● End Point Assessment

The introduction of an impartial End-Point Assessment is one of the major changes in the government's Apprenticeship Reforms.

End-Point Assessment is a modern method of assuring consistency in the apprenticeship system. It replaces the current paradigm of continuous assessment culminating in qualifications. When an apprentice has finished their apprenticeship, they will be 'signed off by their boss as ready for End-Point Assessment of their skills and practical capability.

In most cases, the assessment would be evaluated and would prove that the apprentice is thoroughly qualified and effective in the occupation. The licensed assessment organization and the assessor must be independent of, and separate from, the preparation offered by the provider and employer. To satisfy the needs of the apprentices and company, KC will partner with you to select the most appropriate End-Point Assessment organization. Both approved End-Point Assessment entities will surface on the relevant registry and they range from conventional awarding organizations to specialized membership organizations.





WHAT ARE THE BENEFITS?

86% of employers said that apprentices helped to develop relevant skills for the organization and to fill the skills gap. (National Apprenticeship Service, Employer Survey 2017).

78% of employers say that apprentices improved business productivity (National Apprenticeship Service, Employer Survey 2017).

73% of employers say that staff morale is improved by having apprentices (National Apprenticeship Service, Employer Survey 2017).

As an employer undertaking Higher and Degree Apprenticeships, you are participating in expanding diversity and augmenting interest among your workforce. You will have an important role in increasing the talent pool for your organisation and the society.





EMPLOYER FINANCIAL INCENTIVES FOR HIRING NEW APPRENTICE

Employers could get £1,000 each for taking on an apprentice who is either:

- aged 16 to 18 years old, or
- aged 19 to 25 years old and has an education, health, and care (EHC) plan or has been in the care of their local authority

[Click here for more guidance on payments for hiring a young apprentice](#)

Employers may not need to pay Class 1 National Insurance contributions for an apprentice if the apprentice:

- is under 25 years old
- is on an approved UK government apprenticeship standard or framework (these can differ depending on the UK country) earns less than £967 a week (£50,270 a year)

[Click here for more guidance on Apprentice's National Insurance Contribution](#)





WHY KINGDOM COLLEGE

Our programs are helping clients to attract and retain talent, professionalize the workforce and migrate existing L&D activity to the apprenticeship programmes.

- **Tailored Programmes**

Deliver tailored programmes that suit your business needs.

- **Time Management**

Work with you to ensure apprentices complete their programme within the required timescales and in line with national standards

- **Supporting Apprentices**

Train, place, and support apprentices joining your business, including securing funding

FOCUS OF OUR PROGRAMMES



We at KC focus on specific occupational roles and industries to meet the requirements of employers and apprentices. After carefully assessing workforce needs and sectors of business that would benefit from our apprenticeship training, we recruit and train great people in apprenticeships:

- Building an **action plan** to help them overcome any barriers to work.
- Putting in place **key milestones** like learning goals, soft skills, confidence, and mindset training.
- Providing ongoing **in-work support** and pathways to achieve a higher level of training.

Apprenticeship Programmes offer at KC

Health & Social Care Apprenticeships

- Level 2 Adult Care.
- Level 3 Lead Adult Care.
- Level 5 Leadership and Management for Adult Care

Children & Young People Workforce Apprenticeships

- Level 2 Early Year Practitioner.
- Level 3 Early Year Educator.
- Level 5 Early years Lead Practitioner

Business Administration

- Level 3 Business Administrator.

Leadership & Management Apprenticeships

- Level 3 Team Leader Apprenticeship.
- Level 5 Operations / Departmental Manager Apprenticeship.

Accounting & Finance Apprenticeships

- Level 2 Account & Finance Assistant
- Level 3 Assistant Accountant.
- Level 3 Motor Finance Assistant
- Level 4 Professional Accounting or Taxation



If you have not found your apprenticeship training program here TALK to us, and we can design tailored programs for you!



IMPLEMENTING THE APPRENTICESHIP



We can help you to understand

**Step 1: Talk to us
about what your
workforce
development needs**

**Step 2: Confirm
your
requirements**

**Step 3: Select
and appoint the
successful
candidates**

**Step 4:
Team put in place**

**Step 5:
Overseeing the
process**

**Step 6:
Success!**

The Apprenticeship Service

1

ESTIMATE MY APPRENTICESHIP FUNDING

This tool allows the employer to estimate levy spend and employer contribution levels as well as estimate the total costs of an apprenticeship.

FIND AN APPRENTICESHIP

This tool allows the employer to advertise their apprenticeship vacancy.

[Click here to see more details](#)

2

3

FIND APPRENTICESHIP TRAINING

It allows the employer to search for the training provider and apprenticeship standard to suit their needs

[Click here to learn about apprenticeship training](#)

4

MANAGE APPRENTICESHIPS

Allows registered levy-paying employers to view their account balance, manage their apprenticeships and approve funds to pay for their apprenticeship training.



FEEDBACK!

It is a well-known fact, that no one can improve without any proper advice. Just like that we KC cannot improve our services unless you as employers provide your feedback and tell us what you do like, dislike, or if you have any criticism.

Throughout the apprenticeship, you will be asked to complete a few surveys. This will help us to understand how we can improve our delivery. We make sure that you can provide any feedback at any time you like; we also make sure that your feedback stays anonymous to protect you.



Contact Us



0203 355 2329



info@kingdomcollege.org.uk



<http://kingdomcollege.org.uk/>



Suite 14 Ealing House, 33 Hanger Lane,
London, United Kingdom, W5 3HJ.



The background features a dark blue field with a complex pattern of thin, light blue lines that create a sense of depth and movement. Scattered across this field are several circles of varying sizes, each with a red-to-purple gradient. The text 'THANK YOU' is centered in a bold, white, sans-serif font.

THANK YOU