

Employers Guide **Grow your business with Apprenticeships**

*Develop skilled, motivated staff - with
funded training and expert support.*



TRAINING

About Fareport

At Fareport Training, we help employers build skilled, confident teams through high-quality apprenticeships that deliver real business impact.

Founded in 1981, Fareport has worked with leading UK employers for over 40 years, delivering industry-recognised training that supports growth, productivity, and long-term workforce development.



Whether you're developing existing talent or supporting new recruits, our industry-recognised training is tailored to meet real workplace needs. We help:

- Reduce skills gaps without high recruitment costs
- Develop loyal, motivated employees
- Access government-funded training
- Dedicated support from enrolment to completion

Why choose Fareport Training?

- | | |
|--|------------------------------------|
| ✓ Industry-Recognised Training | ✓ Flexible Learning |
| ✓ Expert Trainers & Assessors | ✓ Government-Funded Options |

Apprenticeships

What are Apprenticeships?

Apprenticeships allow you to train employees while they work — building role-specific skills that directly benefit your business.

Apprentices work while they learn, gaining industry-recognised qualifications that enhance their performance and contribute to business success. For employers, apprenticeships are a powerful way to build a skilled, motivated workforce, nurture future leaders, and address skills gaps within the organisation.



How do they work?

Apprenticeships are based on a **partnership between the employer, the apprentice, and the training provider**. Apprentices split their time between practical work and structured off-the-job training, supported by Fareport's trainers and your line managers.

This combination ensures that learning is directly relevant to the role and immediately applied in practice. Throughout the programme, apprentices are guided by both their line manager and a Fareport trainer, with regular reviews to track progress, build confidence, and ensure successful completion of their qualification.

Why employers choose apprenticeships

- ✓ **Develop and train staff to suit your business needs**
- ✓ **Improve retention and engagement**
- ✓ **Create future leaders from within**
- ✓ **Maximise available government funding**



Let's Talk About Apprenticeships for Your Business

Speak to our team about how apprenticeships could work for you.

Email: businessdevelopment@fareport.co.uk

Training Costs

How much do Apprenticeships cost?

Apprenticeships are far more affordable than many employers expect — with most training costs covered by Government funding. These are the main areas to discuss around funding:

- Non-levy employers: Pay just 5% of training costs
- 16–18 apprentices: Fully funded
- Levy employers: Use your levy funds
- Extra incentives available



Levy Employers

Employers with an annual pay bill of over £3 million contribute to the apprenticeship levy, while those below this threshold do not pay the levy.

If you are a levy-paying employer, the full cost of apprenticeship training can be covered using funds from your Apprenticeship Service account. The level of funding available and employer contribution varies depending on the age of the apprentice.

Non levy Employers

If your annual pay bill is under £3 million, you do not pay the apprenticeship levy. In most cases, the government will fund 95% of the apprenticeship training costs, with the remaining 5% paid by the employer. For apprentices aged 16–18, or eligible 19–24-year-olds, training is fully funded.

Extra Incentives

Employers are not required to pay National Insurance Contributions for apprentices under the age of 25. The follow incentives are also available to employers who take on apprentices.

- ✓ **£1,000 payment to both the employer and provider when they train a 16-18-year-old.**
- ✓ **£1,000 payment to both the employer and provider when they train a 19-24-year-old who has previously been in care or who has a Local Authority Education, Health and Care Plan.**



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Onboarding Process

We manage the onboarding process for you, ensuring your apprentice is eligible, supported, and ready to succeed from day one.

1



Getting started

Gathering information to check their eligibility and to help us tailor the programme to you and your apprentices individual needs and goals.

2



Eligibility & funding check

Fareport will review the information provided to ensure the apprentice meets the minimum criteria outlined in the Apprenticeship Funding Rules.

3



Eligibility Confirmation & Initial Assessment

If eligible, apprentices will be invited to complete mandatory Initial Assessments in Maths & English. If any learning support needs are identified, a trainer may contact the apprentice to discuss further. We may offer additional screening to ensure your course is suitably planned and supported. If the apprentice doesn't meet the requirements, we will inform the apprentice and employer to explain the reasons why.

4



Trainer Contact

A trainer will contact the apprentice and their line manager to arrange a meeting. The apprentice will be asked to complete a Training Needs Assessment (TNA) to identify your strengths & development areas.

5



Meet the Trainer

The apprentice meets with the trainer to finalise their Training Agreement. This ensures the Apprenticeship aligns with their role and supports their professional development.

6



Final Approval

All required documentation will be reviewed by our compliance team. Once approved, the Apprenticeship programme will be fully set up and ready to begin.



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Supporting Your Apprentice

We're here to guide you every step of the way, supporting both you and your line managers throughout the programme. To get the best outcome from an apprenticeship, employers need to be ready to support their employee for the duration of their training, including the following:

- ✓ Ensure you as an employer can meet the Apprenticeship requirements outlined by our trainers
- ✓ Understand the skills and behaviours your employee will need to cover and how you can achieve this
- ✓ Know what qualifications the apprentice will be taking as part of the apprenticeship (including Functional Skills)
- ✓ Familiarise yourself with the learning management system that your apprentice will be using
- ✓ Know when your employee will be having their off-the-job training sessions



If an employee is struggling or not progressing with their apprenticeship, please contact us or your organisation's L&D/HR lead directly. You can also raise any concerns with your Fareport Apprenticeship Trainer or Account Manager, who will work with you to provide the right support.

Your employees career progression

You should **discuss the next steps for your employee**, such as progression routes and where the employee expects to be after they complete their Apprenticeship programme. You can also look at **further career prospects for your employee** within your business, such as considering higher level Apprenticeships that are relevant to your employee's career growth. Ask us about progression routes.

Line Manager Responsibilities

As the line manager of your apprentice, it is vital that you are supporting their learning & growth. Without your support and guidance, the apprentice won't get the most out of their training and potentially struggle to complete their Apprenticeship.

Your Responsibilities

The line manager is responsible for ensuring the apprentice is given time to cover their **knowledge, skills and behaviours (KSB)** outlined in their Apprenticeship standard. You must also provide training that supports your employees learning efforts. Apprentices need to work approximately 30 hours per week to be enrolled onto a full-time Apprenticeship.



Training Ratio

Your employees training is split between off-the-job and on-the-job. **Off-the-job** consists of the apprentice spending a certain amount of hours with their trainer to **learn core fundamentals of their course qualification**. During this time, they will not be at work. Your apprentice will have a dedicated trainer to support their off-the-job training. **On-the-job** training relates to the **work they complete during working hours**. This can be self-learning, being trained by their manager, or completing any additional e-learning relevant to their job role.



Recording training

Any learning and training completed through off-the-job and on-the-job training must be recorded in the apprentices **Continuous Professional Development (CPD) Log**. They will need to log what they completed, how it helped them develop their skills, and the length of time this training was. Each Apprenticeship programme has a different criteria of hours that must be met. Your Fareport training team will help you.

Additional Learner Support

Why ALS Support Benefits Your Business

As an employer, your apprentices' success is directly linked to your business performance. Therefore it is vital we identify any additional learner support your apprentice may need, before and during their programme.

Our Process

-  **1 Start**
→ At onboarding, apprentices complete a short self-assessment via Onyss.
-  **2 Identify**
→ Any potential needs are flagged by our ALS team.
-  **3 Plan**
→ We create a personalised Individual Support Plan (ISP) for the apprentice.
-  **4 Support**
→ They receive tailored learning adjustments and resources.
-  **5 Review**
→ We check in regularly to keep support relevant and effective.

Support Starts Straight Away

We want to make sure every learner is set up for success from day one. ALS can make their journey smoother and more enjoyable.

All apprentices will be offered a short, simple self-assessment when they join, using our secure Onyss system.

- ✓ Quick and confidential
- ✓ Helps us understand if extra support is needed
- ✓ Allows trainers to adapt lessons to help individuals succeed.

***No Stigma. No Barriers.
Just Support.***

Partner with Fareport Training

Whether you're an employer looking to grow your team or an individual ready to take the next step in your career, we're here to help. Get in touch with Fareport Training to find the right apprenticeship, funding option, or support for your goals.



Let's Talk about the training and skills you need for your business. Our team is ready to help you find the best apprenticeship route for your employees, new and existing.

Contact us today 
businessdevelopment@fareport.co.uk



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