

Guide to apprenticeships

Apprenticeships are a valuable way for pub businesses to build their workforce, develop skills, and benefit from government incentives. This guide explains the essentials of apprenticeships.

What Are Apprenticeships?

An apprenticeship is a paid job combined with structured training and study. Apprentices work in your pub while learning new skills, gaining qualifications, and earning a wage.

How It Works: Apprentices typically spend 80% of their time working and 20% studying (off-the-job training). Training is provided by an accredited training provider, such as a college or a specialist organization.

Who Can Be an Apprentice?:

- New employees hired specifically as apprentices.
- Existing employees wanting to upskill.

Pros and Cons of Apprenticeships

Pros

1. Cost-Effective Recruitment:

Apprentices have lower starting wages.

2. Government Funding and Support:

1. Employers can claim funding to cover training costs.
2. Apprenticeship Levy-paying businesses (those with a payroll over £3 million) can access their levy funds for training.
3. Non-levy-paying businesses may receive up to 95% of training costs from the government.

3. Tailored Workforce Development:

Apprenticeships can be tailored to your pub's specific needs, such as kitchen operations, bar management, or customer service.

4. Improved Staff Retention:

Apprentices are often more loyal as they grow with your business.

5. Tax Benefits:

1. Employers National Insurance savings for apprentices under 25.
2. Potential to use the Employment Allowance alongside apprenticeships to offset NIC costs.

Cons

1. Time Investment:

Apprentices require supervision and mentoring, which can be resource-intensive for smaller teams.

2. Training Commitments:

Apprentices must spend 20% of their working hours on training, which could create staffing challenges during busy pub hours.

3. Limited Experience:

Apprentices might need more time to learn key skills, requiring patience from the employer.

P.T.O 

Guide produced on information available as of 19/11/24

What's Changing in 2025?

From April 2025, there are new rules affecting businesses employing apprentices:

1. Increased Minimum Apprentice Wage:

The national minimum wage for apprentices will increase, meaning slightly higher staffing costs.

2. Incentive Payments:

New government incentive schemes may offer payments for employers taking on younger apprentices (under 19).

3. More Flexibility in Training Delivery:

Training providers are expected to offer more online or flexible options, making it easier for apprentices in hospitality to fit study around busy pub schedules.

Apprenticeships for Multi-Site Pub Businesses

If you own multiple pubs, apprenticeships can be highly beneficial, but there are additional considerations:

Specific Pros

• Tailored Workforce for Each Site:

Apprenticeships can help develop local staff, reducing the reliance on external recruitment.

• Levy Sharing:

If your group pays the Apprenticeship Levy, you can share funds across multiple pubs, ensuring each location benefits.

Specific Cons

• Coordination Challenges:

Managing apprenticeships across several sites can be logistically complex.

• Eligibility Variations:

Some pubs in your group may have different staffing levels, affecting their eligibility for certain government incentives.

How to Get Started

1. Identify Your Needs:

Determine the roles and skills your pub(s) require, such as bar staff, kitchen teams, or management.

2. Find a Training Provider:

1. Use the government's [Find an Apprenticeship Training Provider tool](#).
2. Look for providers specializing in hospitality apprenticeships.

3. Advertise the Role:

Post the apprenticeship vacancy through your chosen provider or the government's 'Find an Apprenticeship service'.

4. Access Funding:

Register for an apprenticeship service account to manage funds and claim government support.

5. Recruit and Support:

Hire the apprentice and assign a mentor within your pub to guide their progress.

P.T.O 

Guide produced on information available as of 19/11/24

F.A.Q.s

Q1. Do I have to pay apprentices minimum wage?

Yes, apprentices must be paid at least the national apprentice minimum wage, which varies by age and increases in April 2025.

Q2. What happens if the apprentice leaves early?

You only pay for the time they are employed. If they leave, you stop paying for their training.

Q3. Can I hire apprentices in part-time roles?

Yes, but the duration of the apprenticeship will be extended to reflect their working hours.

Q4. How do I claim government funding?

Register on the Apprenticeship Service portal and link your training provider. Funds will be drawn directly from your levy account or via government funding.

Q5. Can I use apprenticeships to upskill current staff?

Yes, apprenticeships are open to existing employees looking to gain new qualifications.

Further Information

UK Government Apprenticeships Guide:

<https://www.gov.uk/topic/further-education-skills/apprenticeships>

Find an Apprenticeship Training Provider:

<https://findapprenticeshiptraining.apprenticeships.education.gov.uk/>

National Minimum Wage Rates (including apprentices):

<https://www.gov.uk/national-minimum-wage-rates>

Set Up an Apprenticeship Service Account:

<https://accounts.manage-apprenticeships.service.gov.uk/>

Institute of Hospitality (Hospitality Apprenticeships):

<https://www.instituteofhospitality.org/>