



A simple guide to
Apprenticeships
for existing staff

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Who is this guide for?

Employers, especially Senior Management, HR Managers and Apprenticeship Managers



Myth Buster

Myth: Apprenticeships are only for entry-level employees aged between 16-24.

Fact: Not true. Since the introduction of the apprenticeship reforms, the definition of an apprentice has changed significantly. Apprenticeships are designed to help employees develop new skills and progress within their careers, regardless of previous qualifications, age and job role.

Myth: I can use the levy on training courses for team members.

Fact: Afraid not (unless it's part of their apprenticeship). Whilst learning and development should be part of every employees' work experience, this doesn't fall under the apprenticeship levy. The reforms were designed to train employees for their specific job roles, adhere to the apprenticeship standards and provide substantial levels of new knowledge, skills and behaviours. So, unless it falls under the apprenticeship standard (and is undertaken by an apprentice) short, one-off training courses for your staff cannot be reimbursed via the levy.

Myth: The employee's job title and contract will have to change.

Fact: Not unless you want it to. You don't need to change the apprentice's job title or amend their contract, but you must have a signed Apprenticeship Agreement and a Commitment Statement in place.



Why was there an apprenticeships reform?

The apprenticeships reform was needed to address the changing skills landscape in the UK, and to give employers greater control over apprenticeships within their organisation. The reform means that apprenticeships are no longer exclusively for entry-level, 16-24 year olds. Employers can upskill or reskill current employees of any age and professional background to address gaps in their skillset and enhance their capabilities.

Can the apprenticeship levy be used on existing staff members?

Absolutely! The fund can be used for any type of apprenticeship providing it gives the employee substantial new knowledge, skills and behaviours. We will support you with skills scanning to determine the level.

Why have existing staff members on apprenticeships?

Providing your current employees, who already have a grasp on your business, with the much-needed skills you need to grow, makes business sense. Firstly, you cut out the process of finding someone well-suited for your organisation and job role. But most importantly, investing in your employees will enhance job satisfaction, and therefore create an efficient, motivated and committed workforce, all of which will help with the long-term development, productivity and retention rates of your organisation.

Do existing staff members on apprenticeships have to undertake 20% off-the-job training?

Yes. Whether it's an existing or new employee, 20% off-the-job training is now a requirement of all apprenticeships.

Won't 20% off-the-job training decrease productivity?

Potentially in the short term but the long term benefits are worth it. By upskilling your staff you're investing in their future and your organisation's. 20% off-the-job training will help you easily fill your identified skills gaps or target opportunities for growth.

Do existing staff members on apprenticeships have to complete end-point assessment?

Yes. Apprenticeships for existing staff members operate in the same way as apprenticeships for new employees. Like everyone else, apprentices who are current employees must adhere to the apprenticeship standards and pass their end-point assessment in order to complete their apprenticeship.