

BiKBBI Futures:

Apprenticeship support services and pricing

BiKBBi has partnered with The Apprenticeship Partner (TAP) to deliver a dedicated support package specifically for businesses within the KBB wanting to take on an apprentice. We have worked closely to develop three levels of support to ensure we are able to meet the needs of all businesses, from a free of charge guidance service for those wanting to do it themselves, through to a fully supported service and a managed option where TAP take care of everything, including employment of the apprentice.

A little bit about The Apprenticeship Partner

The Apprenticeship Partner (TAP) is dedicated to making the apprenticeship process a success for everyone involved, specifically within the KBB sector. Their passion for apprenticeships stems from a belief that they provide a valuable opportunity for individuals to gain practical skills and experience in the workplace, while employers benefit from a motivated and skilled workforce.

Having worked in all areas of apprenticeships, TAP has seen the challenges that employers can face when taking on apprentices. That's why they have developed a range of services to help minimise these challenges and make the process easier for employers.

Their services are designed to provide support at every stage of the apprenticeship journey, from recruitment and training to ongoing mentorship and evaluation. By working with TAP, employers can take full advantage of their apprenticeship potential and consistently achieve successful outcomes.

The pricing structure for TAP's specialist services is transparent and competitive, reflecting their commitment to delivering high-quality, industry-specific solutions at a fair price. Additionally, they offer a valuable free service to ensure accessibility for all businesses in the KBB sector.

The Apprenticeship Partner believe that investing in apprenticeships is an investment in the future and are confident that working with them will be beneficial for your business.

Apprenticeship support services

Guided

A free service offering a step-by-step guide with clear directions for employers interested in managing the recruitment and onboarding processes independently. See page 4 for more information.

Supported

A comprehensive full-Service option which takes care of all the administrative tasks, from recruiting and onboarding apprentices to identifying the perfect training provider. The continuous support included with this service guarantees a seamless apprenticeship journey, enabling employers to concentrate on their businesses. See page 5 for more information.

Managed

Designed for those who prefer not to employ an apprentice directly, this service enables businesses to enjoy the advantages of apprenticeships while the apprentice is employed by a government-approved Apprenticeship Training Agency (ATA). We'll assist you in finding the perfect candidate, manage the entire recruitment process, and connect you with an ATA, allowing you to benefit from apprenticeships without the HR responsibilities. See page 6 for more information.

FREE

£825

£550

One-off payment plus monthly fee payable to ATA.

Guided package

An innovative and comprehensive service designed to guide employers to successfully handle apprentice recruitment and the onboarding processes themselves. Our step-by-step guide, complete with signposting, equips businesses with the necessary tools and resources to effectively manage the entire apprentice journey, from recruitment to their first day on the job.

We understand that employers have varying needs when it comes to apprentice recruitment and onboarding. While our 'Guided' service is not tailored to each individual business, we have curated a wealth of information and resources that cater to a wide range of employer requirements. This free service is designed to provide the necessary support and tools to help businesses navigate the complexities of the apprentice recruitment and onboarding process. However, it is important to note that taking full advantage of the 'Guided' service does require a significant investment of time and administrative effort.

What's included:

- ✓ A comprehensive step-by-step guide outlining the apprentice recruitment and onboarding process.
- ✓ Clear signposting to relevant resources including:
 - Training providers
 - Legal information
 - Regulatory information
- ✓ Guidance on understanding and accessing available government funding and incentives.
- ✓ Customisable templates for the recruitment process including job descriptions.

[Click here to download the BiKBBI Guided package](#)

Supported package

Our full-service option takes care of all the time-consuming administrative tasks for employers. We handle everything from recruitment and onboarding of the apprentice to finding the ideal training provider. Our ongoing support service ensures that the apprenticeship runs smoothly, allowing you to focus on your core business operations without any distractions.

What's included:

- ✓ Expert guidance to help you choose the right apprenticeship programme that fits your vacancy perfectly. We'll work with you to understand your needs and find the best-fit solution.
- ✓ Full recruitment support to save you time and hassle. We'll handle all initial contacts with applicants and carry out pre-screening interviews to ensure that you only see the most suitable candidates.
- ✓ Creation of a job description and advertisement. Our expert team will review and optimise your job advert to ensure it is tailored to attract the best candidates.
- ✓ Arrangement of interviews and trial sessions to help you select the perfect candidate for your vacancy.
- ✓ Expert guidance to find the right training provider for you. We'll work with you to find a provider that offers high-quality training and support to you and your apprentice, helping them to achieve their full potential.
- ✓ Hassle-free setup of the government Digital Account, so you can access the apprenticeship funding easily and quickly.
- ✓ Initial management of the Digital Account, including setting up apprentice and training provider details, to ensure a smooth start to the apprenticeship programme.
- ✓ Ongoing support service with monthly check-ins to make sure that everything is running smoothly.
- ✓ Continuous access to support for employers and apprentices throughout the apprenticeship programme, ensuring that you have everything you need to succeed.

Managed package

Our Host Employment Service is the ideal solution for employers who want to provide their team with the benefits of apprenticeships but don't have the capacity or desire to employ an apprentice directly. As a sole trader or small business, you may not have the HR resources or PAYE scheme set up to take on an apprentice. That's where our partnership with The Apprenticeship Management Group (AMG) comes in.

We'll help you find the right apprentice for your needs through our recruitment support service. Once you've identified the candidate you want to bring on board, AMG will take care of the rest of the process. They'll create the contract and handle all the necessary HR documents, freeing you from administrative burdens and enabling you to focus on your business.

As a 'host employer', you'll still have a vital role to play in supporting your apprentice throughout their apprenticeship programme. You'll work closely with AMG and your apprentice, providing the necessary training and mentoring to help them succeed. Meanwhile, AMG will handle all the employer responsibilities, such as PAYE, tax, and national insurance contributions, making sure everything runs smoothly and efficiently.

What's included:

- ✓ Expert guidance to help you choose the right apprenticeship programme that fits your vacancy perfectly. We'll work with you to understand your needs and find the best-fit solution.
- ✓ Creation of a job description and advertisement. Our expert team will review and optimise your job advert to ensure it is tailored to attract the best candidates.
- ✓ Full recruitment support to save you time and hassle. We'll handle all initial contacts with applicants and carry out pre-screening interviews to ensure that you only see the most suitable candidates.
- ✓ Arrangement of interviews and trial sessions to help you select the perfect candidate for your vacancy.
- ✓ Initial management of the Digital Account, including setting up the new apprentice and training provider details, to ensure a smooth start to the apprenticeship programme.
- ✓ Introduction to your personal account manager from AMG.

Next steps

Get in touch:

Our team of experts is committed to helping businesses like yours grow and succeed.

We are confident that we can provide you with the right solution to meet your specific needs. We look forward to hearing from you soon.



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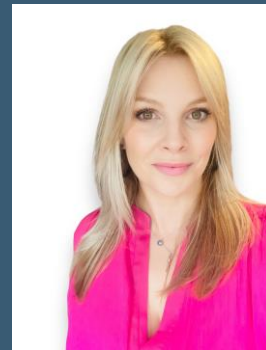
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