

BiKBBI Futures:

Apprenticeships employer: Frequently Asked Questions

Apprenticeships: Employer FAQs

What is an apprenticeship?

An apprenticeship is an on-the-job training programme that develops an employees' competence in the key skills they need to perform in their job role.

The training is designed to be flexible and meet the needs of each individual, building on their strengths and identifying any areas for improvement.

The apprenticeship programme that the training provider delivers may involve 1:1 discussion, practical demonstration, assignment work, on the job assessments, online learning, as well as formal, taught sessions and workshops.

Apprenticeships are increasingly recognised as the gold standard for work-based training and include qualifications that have been co-developed with employers and employer bodies, to ensure their relevance to the sector and to help to address the UK's skills shortage areas.

Below are a number of FAQ's that are designed to support your understanding of the scheme. More information can be found on the .gov website.

What is the Fitted Furniture Installer apprenticeship?

The Fitted Furniture Installer apprenticeship is specific to the kitchen, bedroom and bathroom market. The apprenticeship Standard itself is the first of its kind, providing a relevant training specifically for this sector.

For the very first time, our industry can benefit from a fit-for-purpose qualification that teaches the foundation knowledge required for a fulfilling career in fitting kitchens, bedrooms and bathrooms.

What does the Fitted Furniture Installer apprenticeship cover?

A fitted furniture installer is responsible for preparing and installing furniture including kitchens, bedrooms, bathrooms and offices, shops, exhibitions and boat interiors. This is onsite at the customer's commercial or domestic premises.

Apprentices taking this route will experience a wide variety of projects and interface closely with customers. As part of the programme, apprentices will use a range of tools and equipment to carry out the job role.

Occupation duties

In order to ensure sufficient flexibility to meet the needs of the industry whilst maintaining the rigour of every single apprenticeship within it, Installers will need to undertake all mandatory and two of the optional requirements.

MANDATORY:

Preparation:

Transporting & Handling of Materials – Ensure the safe transportation and handling of installation equipment and materials. The correct type and quantity of installation equipment and materials have to be located and then transported so that they arrive at the location of the installation in good order.

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Installation:

Prepare Location – Prepare location for assembly and placement of furniture. This involves making the assembly and placement area ready for work and preparing the furniture components for assembly.

Measure and Mark Out – Measure and mark out materials to specification.

Power Tools & Hand Tools – Set up and operate tools used to assemble furniture. Understand the tools used within working area and which specific job they are used in.

Assembly – Assemble components of fitted furniture and understand the sequence of assembly and why this is important.

Installation – Install furniture on location to specification. This includes scribing, fixing and securing of furniture using correct fixings relating to foundation secured to etc., adaptations to non- standard situations to specification (i.e., pipe box, sockets, gas meter).

Post Installation:

Re-instate Location – Re-instate a location after assembly and placement of furniture. This involves confirming the end of placement, ensuring all resources are cleared and maintaining customer liaison.

Customer Service – Develop customer relationships. This includes building customer confidence in the level of service provided, meeting the ongoing needs and expectations of customers and developing relationships between customers and your organisation.

Rectification (Remedial) / rework – Carry out rectification or rework. This includes changing hinges and handles. Identify snags and awareness of where to seek help and guidance.

OPTIONAL:

Installation:

- **Gluing** – Apply adhesives to components and understand types, methods and processes involved in gluing.
- **Cut Outs** – Complete standard cut-outs in work surfaces for general appliances such as taps, hobs and sinks. This covers using a template, cutting out and finishing the area.
- **Cramping** – Position components and apply cramps to ensure products are positioned securely to specification.
- **Sanding** – Sand wooden worktops, trims, cornices and laminate edgings. Understand grit sizes and the process for sanding.
- **Veneers & Laminates** – Apply edging tape to laminate worktops to specification.
- **Jigs & Templates** – Use and maintain jigs and templates for furniture installation. Jigs for example hinges and templates for example sinks and worktops.
- **Joints** – Cut and join components on site. This could include worktop jointing, up-stand, cornices and trims.
- **Fittings** – Prepare and assemble components to specification, finishing and checking the assembly conforms to specifications
- **Electrical / Mechanical Fittings** – First fit mechanical or electrical components to furniture.
- **Finish composite worktops** – Finish worktops to specification following manufacturers' instructions.

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How is the achievement of the apprenticeship recognised?

The apprentice will achieve a nationally recognised Level 2 apprenticeship as a fitted furniture installer – equivalent to five GCSE's A-C.

What grades are needed to do the apprenticeship?

There are no entry requirements for this apprenticeship, although in order to achieve this apprenticeship, apprentices will need to gain level 1 in English and Maths (equivalent to GCSE grade D-G / 1-3).

How much do I have to pay an apprentice?

Apprentices need to be working for a minimum of 30 hours per week.

We recommend paying apprentices minimum wage for their age. From April 2023 the hourly rate will be:

Age	Hourly rate
Under 18	£5.28
18-20	£7.49
21-22	£10.18
23 and over	£10.42

How much do I need to pay for the apprenticeship training?

The cost of apprenticeship training varies depending on the apprenticeship level and length. Each apprenticeship has a Funding Band, which is the maximum cost of the training. The government pays at least 95% of the Funding Band, which means that employers only need to pay a maximum of 5% of the total cost. For example, the Business Administrator apprenticeship has a Funding Band of £5000, so an employer would only need to pay a maximum of £250.

What are my responsibilities as an apprentice employer?

As an apprentice employer, you will be responsible for providing on-the-job training and support, paying the apprentice's wages, and ensuring that the apprentice receives the necessary off-the-job training. You will also need to support the apprentice in achieving their apprenticeship qualification and meeting the required standards.

How long does an apprenticeship usually last?

The length of an apprenticeship varies depending on the level and the industry. It can range from 1 to 5 years. For example, Fitted Furniture Installer apprenticeship typically takes between 18 and 24 months to complete.

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What funding is available to me as an apprentice employer?

If you have less than 50 employees in your business and the apprentice that you employ is one of the following:

- 16 to 18 years old
- 19 to 25 years old with an education, health and care plan
- 19 to 25 years old and they used to be in care

then the government will give you a £1000 incentive grant. This will be paid to you via your training provider in 2 instalments, £500 after 3 months and £500 after 12 months of the apprentice being on programme.

Is there any additional funding available to me as an apprentice employer?

The CITB provides funding for various apprenticeships within the construction sector. This funding opportunity is available to CITB members and can amount to substantial savings worth several thousand pounds. While The Apprenticeship Partner is not affiliated with the CITB, we encourage you to explore this funding option for valuable financial support. For more information, please visit the CITB Apprenticeship Grants page.

Do I need to sign an agreement with my apprentice?

Yes, you will need to sign an apprenticeship agreement with your apprentice and training provider, which outlines the details of the apprenticeship, including the expected duration, the training that will be provided, and the pay. The training provider will arrange this document and go through it with you and the apprentice at your initial meeting.

What are the eligibility requirements for a business wanting to take on an apprentice?

The business must be recognised as an organisation in the UK. This will most likely be a sole trader or partnership, limited company (LTD) or limited liability partnership (LLP).

Is there a limit to the number of apprentices an employer can take on?

No. An employer can employ as many apprentices as they require.