



Food & Drink Apprenticeships

The National
Skills Academy



FOOD & DRINK

www.nsafd.co.uk
info@nsafd.co.uk



Ariennir gan
Lywodraeth Cymru
Funded by
Welsh Government



So what is an Apprenticeship?

Simply put, an Apprenticeship is a mix of on-the-job training, where Apprentices learn by working alongside colleagues, and part-time classroom study provided by an external training organisation.

A typical Apprenticeship takes between 12 months and 3 years to complete (depending on the level). It covers all the specialist knowledge, skills and practical day-to-day approaches you want your staff to have to be competent and capable of successfully contributing to your business ambitions.

The training element may take place at a local college, training centre or even online. Better still, it could take place at your site if you have suitable facilities and the Training Provider you've picked to support you is willing and able.

During their Apprenticeship, your staff gain industry-recognised qualifications that give you the confidence they are meeting industry standards in terms of the professional knowledge and skills they bring to their day job. Importantly, they will be directly contributing to your business while learning.

What food and drink Apprenticeships are available?

New employees can be recruited onto an Apprenticeship programme straight from school or college. However, you can also use an Apprenticeship programme to recruit and retrain someone joining your business after previous employment in a different line of work. Apprenticeships are open to anyone in any age bracket.

Whatever the sub-sector your firm is involved in or the roles you want to support with Apprenticeships, be assured there's a training programme tailored to your business and the needs of your people.

And there are also Apprenticeships dedicated to universal skills in food industry engineering, team leadership, technical management and manufacturing excellence.



What are the different categories of Apprenticeship?

Apprenticeship levels range from learning programmes equivalent to GCSEs to programmes equivalent to a degree. Prospective candidates for an Apprenticeship Programme need to live in Wales, not be in full-time education and be over 16 (there's no upper age limit).

Which level of Apprenticeship you choose to take advantage of depends on the level of skills and knowledge you want in your business - both now and into the future.

Depending on the level, you will want to set some qualifying criteria before you decide who to offer the Apprenticeship to. At the lowest level, you might decide your candidates complete a Foundation Apprenticeship first, as they only need to show potential and some past relevant work experience. Candidates for other levels have typically progressed from successful completion of a lower tier Apprenticeship or have higher levels of formal education.

These are the food and drink specific apprenticeships available in Wales at each level.

Study Level	Industry
Level 2 Foundation Apprenticeship	Butchery and Meat Processing
	Baking
	Food and Drink Operations
	Seafood
	Brewing
	Food Industry Team Leading
Level 3 Apprenticeship	Butchery and Meat Processing
	Baking
	Food and Drink Operations
	Food and Drink Technical Management
	Food and Drink Engineering Maintenance
	Seafood
Level 4 Higher Level Apprenticeship	Food Manufacturing Excellence

NEW FRAMEWORKS
AVAILABLE 2022

What kind of employees can join an Apprenticeship Programme?

And you can also take full advantage of the training and continuing professional development offered through an Apprenticeship programme to support existing staff who are moving to a new role - so long as they have been in the role for less than a year.

What are the costs and what financial support do I get?

There are two costs associated with an Apprenticeship - the Apprentice's wage and the cost of training. You have to pay the first cost. You don't pay the second.

Funds from Welsh Government cover all the costs of the external Training Provider you select in managing, delivering and assessing the apprenticeship. The Training Provider may be a private specialist or a local college. Either way, you don't pay.

You'll also need to allocate a part of someone's time to act as a mentor/supervisor for your apprentices and manage the day-to-day relationship with the Training Provider. Time is money, so this could be a 'hidden' cost you need to take account of if you don't have a formal HR or Training Manager. In practice, selecting a good, well-planned Training Provider who is familiar with firms like yours will reduce the hassle.

Older existing staff retraining and upskilling through an Apprenticeship Programme should see no change in their pay packet while learning. Pay for new recruits joining as apprentices depends on their age - currently a minimum of £4.30 an hour for anyone aged under 19 or at least the National Minimum Wage if they are 19 or over. Depending on the local job market and the calibre of candidates you want to attract, you can choose to offer better pay terms if you wish.

Many businesses with an older workforce on the cusp of retirement use Apprenticeships as a cost-efficient way to recruit and train young staff to replace them. They ensure that as experienced staff leave, there is a ready supply of new blood with the right skill and knowledge foundations to maintain and enhance your business into the future.



Where does the Apprenticeship Levy fit in?

The Apprenticeship Levy is a UK-wide tax on all businesses with a salary bill of more than £3million.

In England, businesses are able to claw back the tax by using their individual ring-fenced 'pot' to fund external Training Provider support for their apprenticeship programmes. But the number of Apprenticeships they can offer is dictated by the size of the 'pot' they have built up to fund the associated training provision.

In Wales, while businesses above the threshold still have to pay the tax, the size of their Levy pot is irrelevant. Funding for external apprenticeship programme training in Wales is underwritten by Government - meaning there's no cap on the funds you can access.

If you are a larger cross-border company, it's worth noting that Welsh Government Apprenticeship funding for training is available to support any employee who works in Wales for 51 % or more of their time even if they live in England or the business is based outside Wales.

Useful information

If you decide to look for new recruits, you can advertise your Apprenticeship vacancies online FREE via the Apprenticeship Matching Service provided by Careers Wales (careerswales.gov.wales/apprenticeships/employers-who-offer-apprenticeships). The online service is the official online recruitment service for Wales and makes it easy to advertise your Apprenticeship opportunities, view all applicants, carry out shortlisting, organise pre-interview tests/check, send invitations for interview and accept and reject applicants - all online.

As a central point for advertising available Apprenticeships, content on the Careers Wales website is predominantly aimed at job seekers but there is a small but helpful 'Employers' section you get to via the Careers Wales homepage and you can reach the vacancies team about the recruitment support they can offer you via the Apprenticeship Matching Scheme by calling them on 0800 028 4844. Go to the 'Contact' page on the Career Wales website for online webchat and email contact details.

You can also contact us on info@tastycareers.org.uk to promote your vacancy via our Tasty Careers website; helping young people to join the food & drink industry in Wales (www.tastycareers.org.uk).



Apprenticeships Made Simple

Business Wales Skills Gateway

<https://businesswales.gov.wales/skillsgateway/skills-and-training-programmes/apprenticeships>

Careers Wales

<https://careerswales.gov.wales>

Tasty Careers

<https://www.tastycareers.org.uk>

Apprenticeship Frameworks

<https://acwcerts.co.uk/web/framework/food-and-drink>

The National
Skills Academy



FOOD & DRINK

www.nsafd.co.uk
info@nsafd.co.uk



Ariennir gan
Lywodraeth Cymru
Funded by
Welsh Government