



Food and Drink Apprenticeship Toolkit

This pack has been designed to support you as an employer with your planning and delivery of apprenticeships.

An apprenticeship is a genuine job with an accompanying assessment and skills development programme. It is a way for individuals of any age, both new staff and existing employees, to earn while they learn while gaining valuable skills and knowledge in a specific job role.

Alongside on-the-job training, apprentices spend at least 6 hours a week completing off the job learning, usually class room based learning with a college, university or training provider to complete their apprenticeship.

The off the job training can be done in a number of ways including block release, day release or one to one in the workplace.

An apprenticeship includes:



This guide shows you the progression routes into a food and drink career, and how apprenticeships can be used to support professional development and a long-term career in the sector.

Getting Started

01

Choose an apprenticeship for your business or organisation.

02

Find an organisation that offers training for the apprenticeship you've chosen.

03

Check what funding is available for training and other costs to your organisation.

04

Create an apprenticeship service account. After you've done this, you can choose a training provider to train your apprentice.

05

Advertise your apprenticeship using your apprenticeship service account or give your training provider permission to do this for you.

06

Select your apprentice and make an apprenticeship agreement & commitment statement with them.

Choose the right apprenticeship for your business

Since 2013, the sector has been forming trailblazer groups and working together to develop 18 standards, and counting. These carefully created standards are designed to meet current & emerging skills for our industry.

Standards developed by the food & drink industry

ABATTOIR WORKER, LEVEL 2

The UK abattoir industry slaughters over 26m units of livestock each year yielding in the region of 2m tonnes of red carcase worth a net contribution of £1.67b to the economy.
Duration: 16 Months

BAKER, LEVEL 2

This occupation is found in manufacturing and retail sectors. Employers range in size from small to large. Bakers may work in a craft bakery, plant bakery or retail outlet.
Duration: 18 Months

BUTCHER, LEVEL 2

Butchery is one of the oldest crafts in the world, & is often where innovation meets tradition to create an industry full of character and camaraderie that plays a critical role in our social and economic Future.
Duration: 18 Months

FOOD & DRINK PROCESS OPERATOR, LEVEL 2

This occupation is found in the food and drink manufacturing sector. Companies range in size, from small to large. They may produce one type of food and drink product or a range of products.
Duration: 12 Months

FISHMONGER, LEVEL 2

A career as a fishmonger is hugely rewarding and no two days are ever the same. They carry out a wealth of different tasks & develop a multitude of different skills.
Duration: 24 Months

POULTRY WORKER, LEVEL 2

The agriculture industry offers exciting and varied careers in the UK and abroad providing unique opportunities for young people to work in a technically advanced and innovative environment, producing one of the country's most important products food.
Duration: 12 Months

SUPPLY CHAIN WAREHOUSE OPERATIVE, LEVEL 2

Warehouse Operatives work in a variety of warehouse environments. Work activities include taking deliveries, checking for damaged/missing items, storing goods, moving stock by various methods.
Duration: 12 Months

SUPPLY CHAIN OPERATOR, LEVEL 2

This is an entry- level apprenticeship which provides the foundation knowledge skills and experience for the role of Supply Chain Operator within occupational areas in the Supply Chain industry.
Duration: 12 Months

ADVANCED BUTCHER, LEVEL 3

An Advanced Butcher will often take responsibility for a shop or function in a meat business and will possess dexterous knife skills allied with all round knowledge of the craft/ processing environment.
Duration: 18 Months

FOOD TECHNOLOGIST, LEVEL 3

Food Technologists work in one of the largest, most dynamic & fastest growing sectors of industry.
Duration: 24-30 Months

FOOD & DRINK MAINTENANCE ENGINEER, LEVEL 3

This occupation is found in the engineering function in the food and drink manufacturing sector. The sector uses highly automated equipment & technology to produce a wide range of food and drink products for consumers.
Duration: 42 - 48 Months

POULTRY TECHNICIAN, LEVEL 3

The agriculture industry offers exciting and varied careers in the UK and abroad providing unique opportunities for young people to work in a technically advanced and innovative environment, producing one of the country's most important products – food.
Duration: 18 Months

FSUPPLY CHAIN PRACTITIONER (FMCG), LEVEL 3

A Supply Chain is at the heart of every business – it is a system of organisations, people, activities, information and resources involved in moving products or services from supplier to customer.
Duration: 30 Months

BREWER, LEVEL 4

Beer is an alcoholic beverage that is differentiated from other alcoholic beverages i.e. cider, wines and spirits on the basis of differences in the approach to production and the use of different ingredients.
Duration: 18 Months

IMPROVEMENT PRACTITIONER, LEVEL 4

Improvement Practitioners use a blend of Lean and Six Sigma, project and change management principles and tools to identify and lead the delivery of change across organisational functions and processes.
Duration: 14 Months

ADVANCED DAIRY TECHNOLOGIST, LEVEL 5

This occupation is found in the food & drink manufacturing sector in the dairy industry. Dairy products include liquid milks, cream, cheeses, ice creams, powders & ingredients, yoghurt, butter, sports drinks, baby formulas, & plant-based dairy alternatives
Duration: 36 Months

FOOD & DRINK ENGINEER, LEVEL 5

Food and drink is one of the largest, most dynamic and fastest growing sectors of industry. Food and drink engineers maintain, manage and install a diverse range of specialist equipment and technology used in the manufacture of food and drink products
Duration: 36 Months

FOOD AND DRINK ADVANCED ENGINEER (DEGREE), LEVEL 6

Food and Drink Advanced Engineers deliver efficient, effective and high performance food and drink production processes and systems, many of which are specific to the industry.
Duration: 60 Months

FOOD INDUSTRY TECHNICAL PACKAGING PROFESSIONAL DEGREE, LEVEL 6

The Food Industry is one of the largest, most dynamic and fastest growing sectors of industry.
Duration: 48 Months

PROFESSIONAL (DEGREE), LEVEL 6

Packaging professionals lead on technical packaging delivery programmes and projects for a multitude of products including food and drink, consumer electronics, chemicals, pharmaceuticals and automotive components.
Duration: 48 Months

SUPPLY CHAIN LEADERSHIP PROFESSIONAL (INTEGRATED DEGREE), LEVEL 6

Supply chain leadership professionals are involved in procuring, producing, moving and delivering a product or service from a supplier (anywhere) to a customer or end-user (anywhere).
Duration: 48 Months

Finding the right Training Provider

Our NSAFD Industry Approved training providers range from prestigious universities and colleges to expert consultancies and trainers. Each one has been rigorously vetted to ensure they have the right industry experience, capabilities and capacity to ensure courses and flexible study programmes deliver real, tangible bottom line benefits for you – whether they're delivered on the job, in the Classroom or both.

All NSAFD Industry Approved providers must have their application approved by the relevant Industry Skills Partnership or Trailblazer employer groups before being allowed into our network.

Choosing a training provider that's right for your business is really important.

Consider things like:

How well they communicate with you about the training

What other employers say about them

What apprentices say about them

To choose a training provider, use either the NSAFD website or find an apprenticeship training service. They allow you to:

- Choose an apprenticeship training course
- Choose a course at the right level and skills
- Check the availability of training providers at the apprenticeship location
- View employer reviews

Your training provider doesn't have to be located near you as many are national & offer training at your workplace or online.

Your training provider can provide you with as much help and support as you need when you take on an apprentice. It's up to you how you work together. Just ask them any questions you have.

Funding an Apprenticeship

You can get help from the government to pay for apprenticeship training. The amount you get depends on whether you pay the apprenticeship levy or not.

Levy Paying Employer:

As an employer with a pay bill of more than £3 million, you're required to pay the apprenticeship levy. You can manage funds using the apprenticeship service and spend it on training and assessing your apprentices.

The government will apply a 10% top up to the funds you have in your account. If you don't have enough funds, you just pay 5% of the outstanding balance and the government will pay the rest.

This is up to the funding band maximum allocated to each specific apprenticeship. If you exceed the funding band maximum, you'll need to pay all the additional costs.

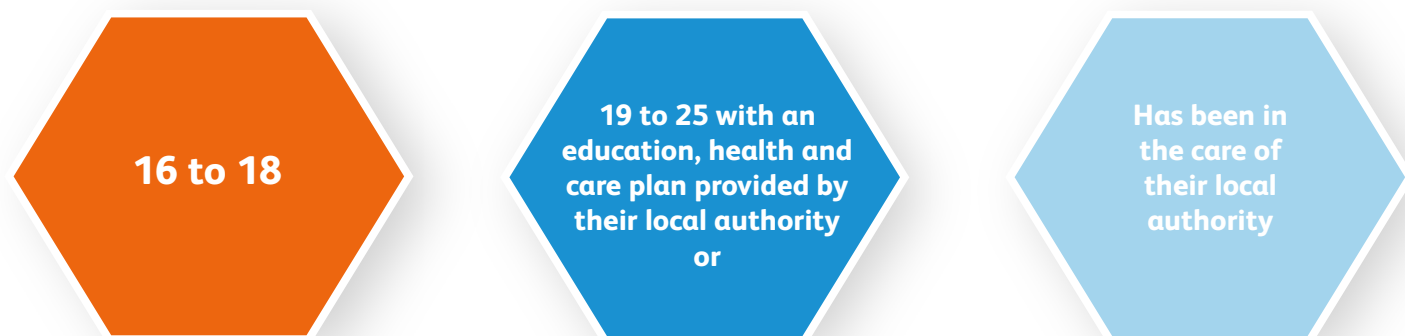
Non-Levy Paying Employer:

As an employer that doesn't pay the apprenticeship levy, you pay just 5% towards the cost of training and assessing an apprentice. The government will pay the rest up to the funding band maximum.

You'll pay the training provider directly and agree on a payment schedule.

Help to Pay for Other Costs:

You can get £1,000 to support your apprentices in the workplace if they are one of the following:



If your apprentice is eligible, your training provider will give you the payment in 2 installments of £500. You get the first payment after 90 days and the second one after a year.

If you exceed the funding band maximum, you'll need to pay all the additional costs.

You will need to create an apprenticeship service account to reserve apprenticeship funding.

Find a business to fund your apprenticeship costs

Large levy-paying businesses who pay the apprenticeship levy can pledge up to 25 % of their unspent levy funds to a business of their choice.

You can apply to receive a transfer of funds to cover 100 percent of your apprenticeship training and assessment costs (up to the funding band maximum).

For more information on receiving a levy transfer visit our apprenticeship toolkit.

<https://smallbusinessstoolkit.nsafd.co.uk>

Benefits of Hiring an Apprentice

Apprenticeships are an exciting option for both apprentice and employer.


You can employ apprentices at different levels, from school leavers and university graduates, to people who want to further their careers or change career direction completely. You can hire someone new or upskill an existing employee.

The benefits for your business:

Hiring an apprentice is a productive and effective way to grow talent and develop a motivated, skilled and qualified workforce.

- 86 % of employers said apprenticeships helped them develop skills relevant to their organisation
- 78 % of employers said apprenticeships helped them improve productivity
- 74 % of employers said apprenticeships helped them improve the quality of their product or service

Other benefits of working with apprentices include:



You can adapt
their training
according to
the needs of
your business

They're
motivated to
learn new skills

You can
expand and
upskill your
workforce