

## *Heritage Engineering Technician - Apprenticeships*

# Employers Guide to Taking on an Apprentice

Established in 2016, **Heritage Skills Academy** is now recognised as the UK's leading Training Provider for delivery of Heritage Engineering - Classic Vehicle Restoration Apprenticeships.

Based on two prestigious sites 'Bicester Heritage' in Oxfordshire and 'Brooklands Museum' in Surrey, HSA's was the first training provider to register apprentices on the 'Heritage Engineering Technician Standard' in August 2018 and remains the only Training Provider delivering the programme in the UK.

The New Standard replaced the IMI '**Classic Vehicle Restoration Apprenticeship**' and is delivered over 42 months. It has been approved at 'Funding Band 29' which equates to £26,000 per apprentice towards the cost of apprenticeship training.

HSA has recruited and placed over ninety 'Mechanical' and 'Coachbuilding' Heritage Engineering Apprentices on behalf of the UK's leading restoration and Historic Motorsport companies. In 2021 we will be extended our offer to include vehicle trimming

The '**Heritage Engineering Apprenticeship**' has been designed by the industry for the industry to ensure that essential skills and knowledge are passed on to the next generation of Heritage Engineers.

HSA offers a comprehensive service to employers from our initial visit to your workshop to establish your requirements, through to advertising your vacancy, interviewing, short listing candidates and delivering the full apprenticeship programme.

To help promote our 'Heritage Engineering Apprenticeship' offer we have tried to answer some of the question's employers ask when considering taking on an apprentice.

I hope you find the following information useful. For more information, if you have a vacancy for an apprentice, or someone wishing to begin an apprenticeship, please call Janice Pitchforth on 01438 718224 or email: [jj@heritageskillsacademy.co.uk](mailto:jj@heritageskillsacademy.co.uk).

*John Pitchforth*

**John Pitchforth**  
Managing Director

# Frequently asked questions

## WHAT IS A HERITAGE ENGINEERING APPRENTICESHIP PROGRAMME?

The 'Heritage Engineering Apprenticeship Standard' replaces the old IMI 'Classic Vehicle Restoration Apprenticeship Framework'

### The Programme:

- Title - Heritage Engineering Technician – Level 3
- Designed by - Classic Vehicle Restoration Specialists
- Specialisms - Mechanical or Coachbuilding or Trim
- National - Apprentices travel from all over the UK
- Delivery - Block release
  - If residential is required, it can be organized by HSA
  - Alternatively, apprentices commute daily
- Duration - 42 months
- Delivery Location - Heritage Skills Academy (based at Bicester Heritage and Brooklands Museum)
- Structure - 32 x 1-week blocks
  - On average, blocks are scheduled every 5 weeks
  - 10:00 to 17:00 Monday
  - 09:00 to 17:00 Tuesday to Thursday
  - 09:00 to 15:00 Friday
- Group size - 12 Apprentices
- Programme content - Available on request
- Funding Band - £26,000

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## WHAT WHERE DOES THE FUNDING COME FROM?

The funding for apprenticeships is paid by the 'Education & Skills Funding Agency' (ESFA).

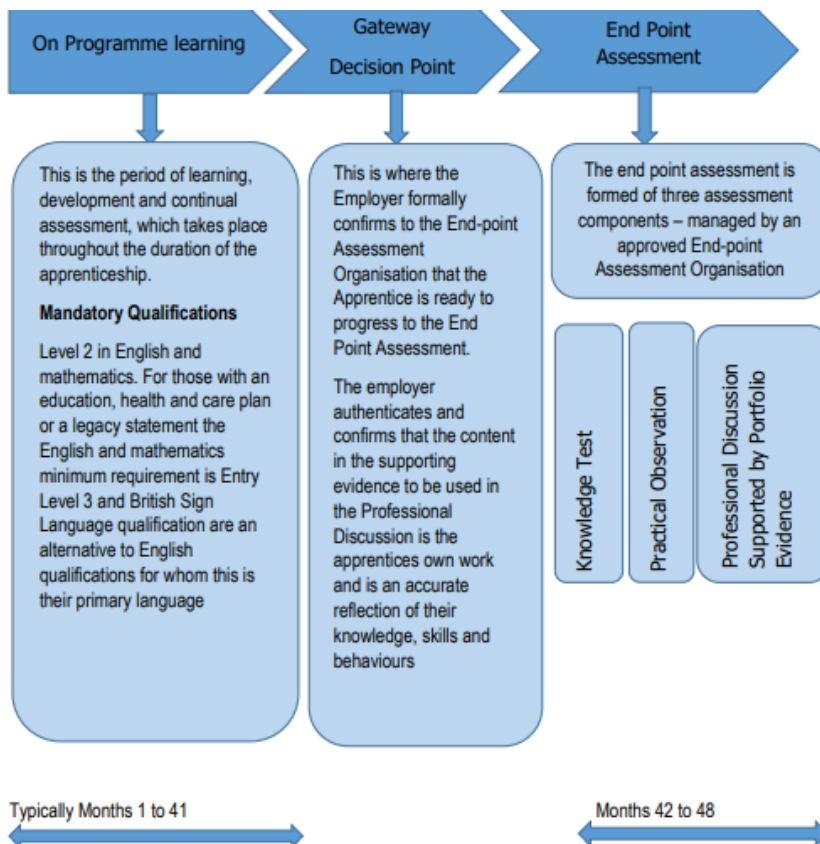
This is a government agency with responsibility for ensuring that Training Providers have the necessary infrastructure to deliver high quality apprenticeship training.

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## WHAT IS THE 'HERITAGE ENGINEERING STANDARD'?

### The new Standard:

- Was approved for delivery on 23<sup>rd</sup> August 2018
- Is Level 3 delivered over 42 to 48 months
- Has a maximum funding band of £26,000
- **Specific Routes:**
  - Mechanical
  - Coachbuilding
  - Trim
- **The Standard consists of:**
  - Core Knowledge
  - Core Skills
  - Behaviors
  - Sector Specific Knowledge & Skills
- **To complete the apprenticeship, apprentices must successfully complete the 'End Point Assessment' which includes:**
  - Knowledge Assessment
  - Practical Observation
  - Professional discussion
  - Portfolio of Evidence
- **Overview of the apprenticeship Journey**



## WHO IS ELIGIBLE TO BE AN APPRENTICE?

**Anyone over the age of 16 is entitled to apply for an apprenticeship.**

There is no upper age limit, therefore experienced applicants without qualifications can apply and gain a qualification along with applicants of any age wishing to make a career change.

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## HOW DO EMPLOYERS ACCESS THE FUNDING?

**Employers do not have direct access to the funding, only the choice of who it is spent with.**

**Employers can only use funds to pay for apprenticeship training and assessment for apprentices.**

The funding is allocated by the 'ESFA' for the apprentice on behalf of the employer and drawn down by the employers chosen Training Provider.

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## HOW MUCH WILL IT COST AN EMPLOYER?

### Apprentices aged 16 to 18

- No cost to the employer for the delivery of the training
- **An Employer Incentive of £1,000** (paid in two installments of £500 after 3 and 12 months)

### Apprentices aged 19+

- Employers must make a 5% contribution to the Training Provider towards the cost of the delivery of the training

*(This is a government requirement and the release of the 95% is subject to evidence of receipt by the Training Provider – this equates to £50/month)*

### COVID 19 – Additional Employer Incentive

- Available to support organisations that take on new apprentices between **1 August 2020 and 31 January 2021**.
- You can apply for the payment from 1 September 2020, after you add new apprentices to your apprenticeship service account.

**Note:** The COVID INCENTIVE payment is in addition to the existing £1,000 you will receive for taking on an apprentice who is aged 16 to 18 years old

#### Employers will receive:

- £2,000 for apprentices aged 16 to 24
- £1,500 for apprentices aged 25 and over
- Payment will be in 2 equal instalments: 50% after the apprentice completes 90 days of their apprenticeship and the remaining 50% after 365

### Additional costs not covered by the apprenticeship funding

- Wages (see Appendix A) – All Heritage Skills Academy Employers offer a minimum hourly rate of £5.00 / hr and take into account previous experience
- Residential accommodation costs for block release (on average £220 to £250 / week – 9 weeks per year)
- Travel costs to and from training
- Subsistence costs whilst on block release
- £175 towards PPE and HSA uniform (HSA contributes a further 25% towards the cost of this)

## WHO CHOOSES THE TRAINING PROVIDER?

The employer chooses the training provider based on the:

- Requirements of the business
- Reputation of the provider within the industry
- Relevance of the apprenticeship programme to their specific requirements
- Quality of the programme they deliver and the package of support they offer

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## WHAT ARE THE EMPLOYERS RESPONSIBILITIES?

- To ensure the apprentice has a contract of employment and is paid in line with at least the national minimum wage rates
- Carry out induction training & to comply with all relevant statutory duties in respect of supervision, Health & Safety training, welfare and PPE
- Maintain adequate Employers Liability/Public Liability Insurance
- Working week not to exceed 40 to 46 hours per week including paid college attendance (dependent upon age)
- To release the apprentice from work to attend formal paid off-the-job training
- To offer a holiday entitlement of at least 20 days per annum plus bank holidays (as per government legislation)
- 19+ Learners only: To pay a 5% contribution towards the cost of training (as dictated by the ESFA)

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## WHAT ARE THE APPRENTICES RESPONSIBILITIES?

- To attend work and college and to effectively use any study time in the working day as agreed with the employer
- To work in a diligent and trustworthy manner to achieve the training qualifications within the programme timescale
- To behave in a responsible manner and to promote the Employer's best interests
- To request advice and assistance immediately if needed from the Employer or Training Provider
- To abide by the principles of Heritage Skills Academy Equality & Diversity Policy

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## WHAT IS 'HERITAGE SKILLS ACADEMY'S OFFER TO YOU?

- To visit each employer, establish their training needs, explain the apprenticeship process and ensure each party understands their role
- Market vacancies on behalf of the employer
- Conduct initial assessments and shortlist candidates
- To organize interviews and trials with employers
- To deliver high quality off-the-job training and work based assessment over 3+ years
- To produce world class Heritage Engineering Technicians

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## WHAT TO DO NEXT?

If you would like us to visit you or have any questions please contact Janice Pitchforth on 01438 718224 or email [jj@heritageskillsacademy.co.uk](mailto:jj@heritageskillsacademy.co.uk) and ask for more information.

HSA has start dates for apprenticeships planned in:

- November 2020 - Mechanical
- November 2020 - Coachbuilding
- March 2021 - Mechanical
- March 2021 - Coachbuilding
- June 2021 - Mechanical
- June 2021 - Coachbuilding
- November 2021 - Mechanical
- November 2021 - Coachbuilding

As examples, HSA is currently working with the following employers:

A J Glew  
 Bishops Heritage  
 Blue Diamond  
 Bowler Motor Sport  
 Beaulieu Motor Museum  
 Canford Classics  
 Classic Performance Engineering  
 Classic Restoration & Service Ltd  
 Desmond Smail  
 Edward Hall Classic Mercedes  
 Gentry Restorations  
 Greatworth Classics  
 Hightone  
 Hillier Hill  
 I S Polson  
 Jim Stokes Workshops Ltd  
 Joe Macari

Kingsley Cars  
 Jonathan Wood & Thoroughbred Restorations  
 Kenworthy & Co Vintage Motor Works Limited  
 McGrath Maserati  
 Morgan Motor Company  
 Nicholas Mee  
 P&A Wood  
 Piper Special Vehicles Ltd  
 Project Shop  
 Rally Preparation Services Ltd  
 RS Williams  
 Spencer Lane-Jones  
 T R Enterprise  
 Vintage & Prestige Classic Cars  
 Wildae Restorations

## National Minimum Wage Rates

With effect from April 2020, £4.15 is the minimum apprentice wage, for apprentices aged 16 to 18 and those aged 19 or over who are in their first year. All other apprentices are entitled to the National Minimum Wage for their age.

### National Minimum Wage rates Apr 2020 – 2021

The National Minimum Wage rate per hour depends on your age and whether you're an apprentice

Year	25+	21 to 24	18 to 20	Under 18	*Apprentice
2020	£8.72	£8.20	£6.45	£4.55	£4.15

\*This rate is the minimum for apprentices aged 16 to 18 and those aged 19 or over who are in their first year. All other apprentices are entitled to the National Minimum Wage for their age.

The rates will be updated every April - the current rates apply from April 2020.

The **national living wage** is set at £8.72 an hour for workers aged 25 and older.