

# GET IN THE KNOW !

Issue 4 – December 2014



## Apprentice National Minimum Wage

A quick reminder to all employers as to what the National Minimum Wage for apprentices is. Please ensure that your apprentices are paid the appropriate rate in line with the guidelines. See the below table taken from [www.gov.uk](http://www.gov.uk) which shows the 2014 rate.

<u>21 and over</u>	<u>18 to 20</u>	<u>Under 18</u>	<u>Apprentice</u>
£6.50	£5.13	£3.79	£2.73

The rate for apprentices is for those aged 16-18 and those who are aged 19 or over and in the first year of their apprenticeship. Anyone over this age is entitled to the National Minimum wage for their age group.

## Courses/Programmes

A reminder that we now have a welding and fabrication bay in the workshop. We are able to deliver this as a pathway within the apprenticeship programme or as a standalone enhancement or short skill programme. For more information about this programme please contact Gareth Cook ([g.cook@get-trained.org](mailto:g.cook@get-trained.org)).

We are also now delivering a HNC programme in Electrical Engineering as well as Mechanical Engineering. We have a total of 103 students who are enrolled onto the HNC course in years 1 and 2. For further information about our HNC Programme please contact Martin Wear ([M.Wear@get-trained.org](mailto:M.Wear@get-trained.org)).

## GET Car Park

As you are aware we have been experiencing issues with learners who use the GET car park. A proportion of learners are choosing to tailgate out of the car park to avoid purchasing a £1 exit token. Back in October we notified learners that if this behaviour continues, further action would be

taken. The issue has been discussed at Board level and a collective decision has been made to remove the automatic detection sensor from the exit barrier. We have checked with the installers and any damage caused would not be substantial and does not pose a risk of injury to the driver or any passengers. The barrier is not particularly heavy and does not move at any great speed. All learners will be liable for any damage caused and have been notified of this change.

For further information on car parking, please contact Joe Webster ([j.webster@get-trained.org](mailto:j.webster@get-trained.org))

## New Staff

Recruiting has continued over the past few months and we have some more new members of staff to respond to our continuing increase in apprentice numbers. We would like to welcome the following employees:

<b>Nigel Meade</b> – Tutor <b>Lewis Anderson</b> – ICT Technician	<b>Sarah Flinter</b> – Administration Assistant <b>Norman Griffiths</b> – Electronics Instructor (starting 5 <sup>th</sup> January)
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Please see the attached document for GET's updated organisational chart.

**We still have a vacancy for a HNC Tutor who can teach at levels 4 and 5. We are also still looking for a Mechanical Instructor with CAD/CNC experience, details of which are on our website.**

For further information on staff recruitment please contact Erica Phelpstead ([e.phelpstead@get-trained.org](mailto:e.phelpstead@get-trained.org)).

## Degree Provision

We have already started conversations with a number of universities about the possibility of delivering a degree in engineering. We will soon be writing to employers to carry out some data collection where we will be asking for details of the following:

- Pathways – The pathway that your current learners are doing
- Numbers – The amount of learners you have enrolled on a degree qualification
- Units – The units that your learners are studying
- Skills Bias – Whether that be electrical or mechanical

An email will be sent in the New Year asking you to share these details with us in order for further planning and development to take place.

## School Career fairs and other events

As many of you know, this year we have cut back on the amount of school career fairs and other careers events due to having limited time and struggling to find enough staff members to attend. GET will be attending the Business Show in May 2015 as this is aimed at employers in the country as opposed to

young people. We have been asking our employers if they would mind taking some of GET's leaflets along with them to any events they attend to help promote GET and its services/programmes.

If you have any events coming up and would be willing to display some GET leaflets please contact Kelly White. ([k.white@get-trained.org](mailto:k.white@get-trained.org))

## Recruitment 2015

Our recruitment process will start again in January 2015. Jess will be sending out a recruitment letter in the New Year which explains the whole process and also asks for predicted numbers for September 2015. These numbers are very useful to us as it helps us plan for delivery.

Initial Assessments will begin around February and will need to be booked in through Jess Jones. Please remember that employers have the opportunity to advertise on the National Vacancy Matching Service to help with their recruitment and that this service is offered free of charge.

For more information on apprentice recruitment please contact Jessica Jones ([j.jones@get-trained.org](mailto:j.jones@get-trained.org))

## Review Officer Mobile Phones

A reminder of the phone numbers for our review officers. These numbers are for employers and learners who need to make contact.

Goff Hennon - 07796117929

Dave Broome - 07817510426

George Novoth - 07796113532

Pete Clifford – 07796113573

## New Funding Arrangements

The government has announced its intention to pay apprenticeship funding directly to employers in the future. Whilst it still isn't clear exactly when this will come into force or what system will be used, we thought it would be useful to give you some advance notification of how this will impact on the funding and charging arrangements we currently have in place at GET. We have therefore attached some information about how the invoicing arrangements will need to be adjusted taking into account the fact that no funding will be paid directly to GET. As a result, we will no longer be able to discount the invoices in year one, neither will we be in a position to make any funding repayments at the end of the programme for any apprentices who start on programme when these new arrangements are in place. What is important to note however, is that we will **not** be increasing our fees and charges, just merely invoicing for the loss of government funding which will in the future be paid directly to you as an employer. The figures in the tables are based on today's rates and do not include any inflationary increases. If you require any further information or want to discuss the proposed arrangements in more detail, please feel free to get in touch.

Please see below for information on the fees and charges

<u>16-18 Year Olds</u>	Current Year	Under new funding arrangements
Year 1 Charge	£ 8,300.00	£ 13,065.00
Year 1 Funding	£ 4,765.00	£ -
<b>Year 1 Total Income</b>	<b>£ 13,065.00</b>	<b>£ 13,065.00</b>
Year 2 Charge	£ 1,700.00	£ 3,930.00
Year 2 Funding	£ 2,230.00	£ -
<b>Year 2 Total income</b>	<b>£ 3,930.00</b>	<b>£ 3,930.00</b>
Year 3 Charge	£ 1,700.00	£ 1,700.00
Year 3 Funding	£ -	£ -
<b>Year 3 Total income</b>	<b>£ 1,700.00</b>	<b>£ 1,700.00</b>
Year 4 Charge	£ 1,700.00	£ 1,700.00
Year 4 Funding	£ -	£ -
<b>Year 4 Total income</b>	<b>£ 1,700.00</b>	<b>£ 1,700.00</b>
<b>Total income via invoices</b>	<b>£ 13,400.00</b>	£ 20,395.00
<b>Total income via funding</b>	<b>£ 6,995.00</b>	£ -
<b>Grand Total</b>	£ 20,395.00	£ 20,395.00
Funding repayment	£ 10,000.00	direct from SfA
Total funding from government	£ 16,995.00	Negotiable 2 to 1 (£)

<u>19-23 Year Olds</u>	Current Year	Under new funding arrangements
Year 1 Charge	£ 11,500.00	£ 13,065.00
Year 1 Funding	£ 1,565.00	£ -
<b>Year 1 Total Income</b>	<b>£ 13,065.00</b>	<b>£ 13,065.00</b>
Year 2 Charge	£ 3,250.00	£ 3,930.00
Year 2 Funding	£ 680.00	£ -
<b>Year 2 Total income</b>	<b>£ 3,930.00</b>	<b>£ 3,930.00</b>
Year 3 Charge	£ 1,700.00	£ 1,700.00
Year 3 Funding	£ -	£ -
<b>Year 3 Total income</b>	<b>£ 1,700.00</b>	<b>£ 1,700.00</b>
Year 4 Charge	£ 1,700.00	£ 1,700.00
Year 4 Funding	£ -	£ -
<b>Year 4 Total income</b>	<b>£ 1,700.00</b>	<b>£ 1,700.00</b>
<b>Total income via invoices</b>	<b>£ 18,150.00</b>	£ 20,395.00
<b>Total income via funding</b>	<b>£ 2,245.00</b>	£ -

<b>Grand Total</b>	£	20,395.00	£	20,395.00
Funding repayment	£	3,500.00		direct from SfA
Total funding from government	£	5,745.00		Negotiable 2 to 1 (£)

For further information on the planned funding changes please contact Linsey Temple ([l.temple@get-trained.org](mailto:l.temple@get-trained.org))

**Got anything you want to share with our learners and employers?**

If you have any news or information which you would like to circulate to our employers and apprentices within our newsletters please contact Kelly White ([k.white@get-trained.org](mailto:k.white@get-trained.org))

**Wishing you all a merry Christmas and a happy New Year  
See you all in 2015!**

