

A levy-paying employer's guide to the apprenticeship journey

National College Creative Industries Ltd. has partnered with specialist training provider Access Creative College to provide apprenticeship training and support to creative industries employers across the country.



Your Apprentice

You could receive additional incentives eg. £1,000 for employing a 16-18 year old apprentice.

Access Creative College delivers the apprenticeships with skills & off-the-job training with industry practitioners.

Access Creative College is paid on a monthly basis from your digital account. 20% is held back for the end point assessment. You will pay any new apprentice's wage.

You should have already set-up a digital account into which levy payments will be paid. You can do this at www.gov.uk/guidance/pay-apprenticeship-levy Work out how much levy you'll pay each month, (0.5% of payroll over £3 million) using the HMRC online PAYE tool, or another free calculator. The Government adds 10%. Use your digital account to pay for apprenticeship training.

Agree the cost of the apprenticeship/s (paid from your digital account) and the duration of each programme (a minimum of 12 months).

Contact the NCCI's apprenticeship delivery partner, Access Creative College, who will help co-ordinate delivery, recruitment of an apprentice if required, and funding.

Decide which apprenticeship meets your business needs - either a new Standard or, until July 2020, a Framework. You could develop your existing staff through an apprenticeship, or recruit a new apprentice to grow your team.

Your
Apprentice

Apprenticeship training at NCCI

National College Creative Industries apprenticeships aim to shine a light on the broad range of backstage and offstage jobs as well as providing outstanding training for the next generation of creative professionals. With our highly experienced staff and our innovative delivery, we can support the sector, employers and future talent to achieve their potential.

- Creative Venue Technician (Advanced Level 3)
- Technical Theatre: Lighting Sound & Stage (Intermediate Level 2)
- Live Event Technician (Advanced Level 3)
- Cultural Learning and Participation Officer (Advanced Level 3)
- Cultural Heritage (Advanced Level 3)
- Cultural Venue Operations (Intermediate Level 2/Advanced Level 3)
- Live Event and Promotion (Intermediate Level 2/Advanced Level 3)
- Event Assistant (Advanced Level 3)
- Community Arts (Intermediate Level 2/Advanced Level 3)
- Customer Service Practitioner - Ticketing (Intermediate Level 2)
- Customer Service Practitioner (Intermediate Level 2)
- Business Administration (Intermediate Level 2/Advanced Level 3)

To talk to us about your apprenticeship training needs or for help with recruiting a new apprentice for your business, call 0800 28 18 42 or email apprentices@creativeindustries.ac.uk