



Equestrian Training

Employer Apprenticeship Handbook

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SUPPORTING EMPLOYERS

At Equestrian Training Ltd, we work with equine businesses help meet skills and workforce development needs, through the delivery of equine apprenticeship standards.

Employer support includes:

- Support with recruiting apprentices, including support with the apprenticeship service account.
- Completing initial assessments and skills scans to determine the right apprenticeship level and pathway and agree a suitable training plan for your apprentice.
- Planning the apprenticeship training programmes and pathways to meet your business requirements.
- Delivering training, supporting employer training and support and monitoring progress of apprentices.
- Support and guiding businesses with the employment, health and safety and safeguarding aspects of employing apprentices.
- Workplace training to support apprentices' progression, and ensure standard requirements are met.
- Online training sessions to improve the accessibility, frequency, and efficiency of apprentice training in a busy environment.
- Highly qualified staff with specialist knowledge and a wealth of industry experience
- Access to a range of quality training provision and resources to meet your business needs.

Employers' Responsibilities

Employers are responsible for ensuring apprentices receive 6 hours per week of off-the-job training.

This includes the following:

- Monthly ½ day training sessions with our training advisor, at your apprentice's place of work, averaging 1 hour per week.
- Weekly online training sessions with our training advisor, 2 hours per week.
- Portfolio work supported by our training advisor, 1 hour per week.
- Employer and/or mentor training in the workplace, averaging 2 hours per week.

Other employer responsibilities throughout the apprenticeship include:

- Provide an induction to their role.
- Provide time off the job to allow apprentices to attend planned training sessions.
- Provide access to Wi-Fi and laptop/pc with a camera for weekly online training sessions.
- Where required provide transport arrangements for apprentices to attend local approved training locations for training sessions.
- As with all employees, employers are responsible for paying the apprentice wages.

Health and Safety

Employers need to ensure adequate Employer and Public Liability Insurance and any other necessary insurance cover is in place and kept up to date.

All workplace activity, training and learning needs to take place in a safe, healthy, and supportive environment. An initial Health & Safety form will be completed prior to, or during the sign-up process and will highlight any actions that are required. This will be reviewed annually or following any major changes to the workplace.

Please confirm you have the following health and safety practices in place:

Practice	Yes/To Action
Designated senior personnel responsible for health and safety in the workplace.	
An audit procedure for health and safety policies and practices and equipment.	
Complete a medical /health screening to document apprentice's health problems that may affect the health and welfare in their role.	
Maintain a written safety policy comprising of a policy statement, workplace arrangements in accordance with the Health and Safety at Work etc Act (HASAW) 1974.	
Carry out risk assessments and record the significant findings resulting from the assessment in accordance with Management of Health and Safety at Work Regulations (MHSW) 1999.	
Have in place and operate the necessary protective and preventive measures as a result of risk assessments.	
Employ and train staff to be competent with health and safety in the workplace.	
Provide a safe and healthy working environment including adequate welfare facilities.	
Provide suitable and safe equipment and systems of work, operating adequate control measures as appropriate.	
Provide adequate apprentice induction when recruited and ongoing health and safety training and information as appropriate.	
Ensure suitable emergency (including fire and first aid) arrangements are in place.	
Ensure competent supervision of apprentices.	
Ensure the provision and proper use of personal protective equipment as established by risk assessments and the requirements under the Personal Protective Equipment at work Regulations 1992.	
Ensure that young persons, 16-17 years old, are protected at work from any health and safety risks which result from their lack of experience and awareness of their immaturity as per (MHSW) 1999 Regulation 19.	

Employment Contract

It is your legal responsibility as the employer to provide your apprentice with written terms of employment (a contract). This also helps to clarify the terms and conditions of employment for both the employer and employee (apprentice).

Key elements that your contract should include:

- ❖ Name & address of Employer
- ❖ Name & address of Employee
- ❖ Job Title (Intermediate/ Advanced) Apprentice
- ❖ Start date of Employment
- ❖ Length of Contract
- ❖ Wage details (rate of pay and how it is to be paid (weekly/ monthly)
- ❖ Day/ date on which wages are paid.
- ❖ Hours of work, including weekends/ evenings.
- ❖ Holiday entitlement and clarification on Bank holidays
- ❖ Sick leave and whether there is any sick pay/ eligibility for Statutory Sick Pay
- ❖ Notice of termination of employment
- ❖ Any special arrangements (e.g. live-in/ livery of horse)

Minimum pay for an apprentice based on age.

As an Employer you must make sure all your apprentices receive a minimum of the current apprentice pay, whilst on their Apprenticeships. **This includes working off the job training.**

The Apprentice National Minimum Wage (NMW) applies to all new and existing Apprentices aged 16 to 18 and those aged nineteen or over in the first year of their Apprenticeship. The NMW does not affect Apprentices aged nineteen or over who have completed a year of their Apprenticeship, they will be entitled to at least at the full NMW rate appropriate to their age.

Current Apprentice Wage (From April 2023)

Age & Apprenticeship Stage	Apprenticeship Wage (per hour)
Aged under 18	£5.28
Aged over 18 (but still on the first year of apprenticeship)	£5.28
Aged 19-20	£7.49
Aged 21-22	£10.18
Aged 23+	£10.42

Please note there is no maximum an Employer can pay an Apprentice.

Live-in Apprentices

If an apprentice ‘lives in’ you can offset up to **£9.10 per day or £ £63.70per week** (based on full-time hours). Further details are available at <https://www.gov.uk/national-minimum-wage-accommodation>.

Tax and National Insurance

The apprentice must pay National Insurance if they are sixteen or over and earning above £190 per week. There is a useful calculator on the Government website for ensuring your employed apprentice contributes correctly. If the employee's weekly wage is above the threshold, then it is normal practice for the Employer to deduct the NI from the wage. The Employer will be reminded by HMRC when the NI contributions are due but if in any doubt, please call HMRC directly to clarify.

For further guidance on tax and National Insurance please visit the government website: [National Insurance: introduction: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/national-insurance-introduction-overview)

Employer Incentives

The Employer is entitled to a £1000 Employer Incentive if they have forty-nine or less employees and are taking on an apprentice aged 16-18 years old. This will be paid in two installments – the first after 3 months and the second after 12 months. Evidence of being a small employer will need to be provided in the form of a PAYE printout.

Funded support is available towards the cost of Functional Skills in Maths/ English for the Apprentices (any age) and is paid to the training provider.

There may be further incentives available depending on the individual circumstances of the Apprentice recruited. These will be discussed during initial meetings.

Apprentice Holidays

Like most other employees, Apprentices who work a minimum of 30 hours per week must be given at least 20 days' paid holiday per year as well as bank holiday entitlement.

Annual leave should be agreed when an employee starts work. Once an employee starts work details of holidays and apprenticeship holiday pay entitlement should be in the employee's written contract, where there is one, or a written statement of employment particulars given to employees by their employer.

The following link <https://www.gov.uk/calculate-your-holiday-entitlement> is especially useful if your apprentice does irregular hours, has started/ left part way through a leave year, or if you wish to calculate the entitlement in number of hours of holiday owed.

Public holidays

There is no legal right to paid leave for public holidays; any right to paid time off for these holidays depends on the terms of a worker's contract – it is at the employer's discretion. Paid public holidays can be counted as part of the statutory 5.6 weeks of holiday or given as additional holiday allowance. **Please ensure the apprentice understands and has agreed their holiday entitlement at the start of their contract, and the process for requesting holidays.**

Working Hours and Young Workers

If an apprentice/ employee is no longer at school and is 16 or 17, the law refers to them as a 'Young Worker'.

Working time limits

An apprentice can't work more than 48 hours a week on average - normally [averaged over 17 weeks](#). This law is sometimes called the 'working time directive' or 'working time regulations'.

Apprentices can choose to work more by [opting out](#) of the 48-hour week.

If you're under 18, you can't work more than 8 hours a day or 40 hours a week.

Longer working hours are only permissible if one or more of the following applies:

- a need to keep the continuity of service or production.
- a need to respond to a surge in demand for a service or product and provided that:
 - no adult is available to do the work
 - training needs are not negatively affected

Rest Breaks

Young Workers who need to work for more than 4.5 hours should get a rest break of 30 minutes. Rest breaks must be:

- taken in one block.
- taken somewhere in the middle of the work period, not at the end.
- spent away from the place of work if wanted.
- taken when the employer gives permission, as long as it meets these conditions.

Daily Rest

Young Workers get twelve uninterrupted hours' rest in each 24-hour period in which they work. These 12 hours may be interrupted if periods of work are split up over the day or do not last long.

Weekly Rest

Young Workers must have weekly rest of 48 hrs. It is preferable that this is taken in a block.

Statutory Sick Pay

To qualify for Statutory Sick Pay (SSP) apprentices must:

- have an employment contract.
- have been sick for 4 or more days in a row (including non-working days).
- earn at least an average of £120 a week.

- give you the correct notice.
- give you proof of their illness, after 7 days off.

Employees who have been paid less than 8 weeks of earnings still qualify for SSP. Use the sick pay calculator (www.gov.uk) to check eligibility and work out how much to pay.

Use the SSP calculator (www.gov.uk) to check eligibility.

Linked periods of sickness

If your apprentice has regular periods of sickness, they may count as 'linked.' To be linked, the periods must:

- qualify for SSP by lasting 4 or more days each.
- be 8 weeks or less apart.

Long-term illness

Apprentices on sick leave for 4 weeks or more will be temporarily withdrawn from their apprenticeship until they are fit to return to work.

You can complete form SSP1 before the end of SSP if you know an employee will be off sick for more than 28 weeks. This means they can apply for ESA before their SSP ends.

SSP is £ 96.35 per week.

What happens if your apprentice cannot get SSP?

If the employee cannot get SSP or SSP has ended the Employer must fill in form SSP1 and give this to them. Form SSP1 is used to support a claim for Employment and Support Allowance (ESA).

Please click on the link for employer guidance on sick pay: <https://www.gov.uk/employers-sick-pay>

Statutory Maternity Pay (SMP)

Eligible employees can take up to 52 weeks' maternity leave. The first 26 weeks is known as 'Ordinary Maternity Leave', the last 26 weeks as 'Additional Maternity Leave'.

Statutory Maternity Pay (SMP) is paid for up to 39 weeks. Apprentices will receive:

- 90% of average weekly earnings (before tax) for the first 6 weeks
- £172.48 or 90% of average weekly earnings (whichever is lower) for the next 33 weeks.

SMP is paid in the same way as apprentice wages (for example monthly or weekly). Tax and National Insurance will be deducted.

Please go to [Maternity pay and leave: Pay - GOV.UK \(www.gov.uk\)](https://www.gov.uk) for more information.

What to expect from Equestrian Training Ltd

The initial meeting with the Equestrian Training team consists of sign-up paperwork for apprenticeship registration, agreement of terms and conditions for learning, explanation of important policies and procedures, and Health and Safety checks.

A second meeting will take place soon after, with your training advisor to conduct a skills scan with the apprentice and employer. This will inform the individual training plan for the apprenticeship on-programme delivery. It is important for the employer to be present so that the training fits with the work required of the apprentice employee. All parties should be fully informed and aware of the training needs and the timescale for assessment. The apprentice programme will take between 12 and 18 months. Please visit for further details of the apprenticeship delivery. [apprenticeships — Equestrian Training Ltd](#)

Weekly online training sessions and updates will be made by your training advisor, with monthly visits to the workplace to support progression throughout the apprenticeship. Training away from the workplace may take place if there is an agreed need to cover criteria which cannot be covered in the workplace.

Functional Skills delivery is provided for apprentices requiring Maths and/ or English GCSE equivalent. Our Functional Skills tutors provide 1-1 support sessions via an online learning program and may support in the workplace to meet the individual needs of the apprentice.

Progress reviews will take place with the employer, training advisor and apprentice every 10 weeks. We wish for employers to feel fully involved with the apprenticeship scheme and be able to voice any concerns freely. We offer a flexible approach to training and assessment to allow minimum disruption to the workplace with the aim of maximum gain to both the apprentice and employer.

Where an apprentice has additional learning needs, further support with portfolio work and training will be provided throughout the apprenticeship programme.

When the apprentice has completed the planned training and built up a portfolio of evidence, they will enter the gateway stage of the apprenticeship. Training Advisors will support apprentices and employers in preparation for the end point assessment at this stage. This will include mock assessments, further training with any gaps identified and making suitable arrangements with the end point assessment organisation to book the end point assessment.

The end point assessment consists of the following components:

- Knowledge Test, an online assessment completed in the workplace or at an approved location.
- End Point Assessment, a 6-hour practical observation of apprentice activities to cover all the standard requirements.

- Professional Discussion, a 90-minute discussion, informed by the apprentices' portfolio and the practical performance.

Overall Grade	Knowledge Test	Practical Observation	Professional Discussion <i>(Informed by portfolio)</i>
Distinction	90%	Distinction	Distinction
Pass	70%	Pass	Pass
Pass	70%	Pass	Distinction
Pass	70%	Distinction	Pass
Pass	70%	Distinction	Distinction
Fail	The apprentice has not achieved a minimum of 70% in the Knowledge Test or a pass in the Practical Observation or Professional Discussion		

If an apprentice fails the knowledge test, they will be required to resit the test before they complete the practical and professional discussion.

If the apprentice fails the end point assessment, they will be required to resit the full End Point Assessment. Costs for re-sits are the responsibility of the employer.

Training advisors are the main point of contact for the duration of the apprenticeship. Additional advice and guidance is also provided by other members of the team throughout the apprenticeship programmes.

Useful Contacts

- **General Enquiries:** info@equestriantrainingltd.co.uk
- **Office Tel:** 01768 785 135
- **Site Office Address:** Equestrian Training Ltd, Bell House, Ainstable, Carlisle, CA4 9RE
- **Director and Designated Safeguarding Lead:** Amy Hodgson Tel: 07920 764 466
- **Email:** ahodgson@equestriantrainingltd.co.uk
- **Senior Training Advisor and Safeguarding Officer:** Rachel Parker Tel: 07585 291818
- **Email:** rparker@equestriantrainingltd.co.uk
- **For information on apprenticeship delivery models and our policies, please visit** www.equestriantrainingtd.co.uk

I confirm I have read and will abide by the guidance provided in this employer apprenticeship handbook.

Employer Name:

Signed:

Date: