



IT PAYS TO HIRE AN APPRENTICE

There has never been a better time to
take on a new management apprentice

cmi
Chartered
Management
Institute



The UK Government has recently increased the incentive payments for hiring a new apprentice, so what better time to invest in the future of your organisation by offering apprenticeship opportunities!



THE IMPACT of MANAGEMENT APPRENTICES

A recent CMI Apprenticeship survey of our recent apprenticeship research of our Management Apprentices who are on journey or have completed their apprenticeship:



9 out of 10

of our apprentices felt they had made a **positive contribution to their business** as a result of completing their apprenticeship



97%

of current apprentices reported **confidence in their ability** to do their job more effectively



8 out of 10

of apprentices said completing their apprenticeship had given them **better career prospects**



63%

of those that have completed management apprentices reported an **increase in their productivity** as a result of their management apprenticeship training

Nearly all completed apprentices (**96%**) said the management apprenticeship had helped them develop the skills they needed to be more productive at work, with communication and influencing (**95%**); managing themselves (**94%**); and developing people and capabilities (**93%**) topping the 'skills-gained' charts.

Full guidance on the new apprentice incentive can be found on the [.gov website](#)

Find out more about [CMI's Management Apprenticeships](#)

HOW MUCH COULD I RECIEVE?

Up to £4000

per new apprentice
that you take on!

The incentive payment is in addition to the £1,000 employers already receive for hiring an apprentice:

- Aged 16 to 18 years old
- Under 25 with an education, health and care plan or who has been in the care of their local authority

APPRENTICES WHO JOINED YOUR ORGANISATION BEFORE 1 APRIL 2021



For **new apprentices** who joined your organisation between 1 August 2020 and 31 March 2021 aged:

- 16 to 24, employers will receive £2,000
- 25 and over, employers will receive £1,500

You must apply for these apprentices before 31 May 2021.

APPRENTICES WHO JOINED YOUR ORGANISATION FROM 1 APRIL 2021



Employers will receive £3,000 for **new apprentices** of any age who join their organisation from 1 April 2021 to 30 September 2021.

You can apply for incentive payments for these apprentices from 1 June 2021 to 30 November 2021.

WHAT DO I USE IT FOR?



The payment is not linked to the apprenticeship levy funds. You can spend it on anything to support your organisation's costs in taking on that apprentice e.g travel, salary, special equipment. You do not have to pay it back.

HOW DO I CLAIM IT?



You can apply for the incentive payment after you add new apprentices to your apprenticeship service account.

You must set up an apprenticeship service account to apply through the Digital Apprenticeship Service (DAS).



USING THE DIGITAL APPRENTICESHIP SERVICE (DAS)

If you are a Levy paying employer you will already use this to manage your apprenticeships.

If you are a Non-Levy paying employers, you will also have to claim the incentives via the DAS by creating a DAS account and providing relevant information for the apprentice, including the apprentice's date of birth, a copy of the apprenticeship agreement, a copy of the apprentice's employment contract including their start date and confirmation they were a new employee.

In either case you will need to head to:
<https://accounts.manage-apprenticeships.service.gov.uk/>

Your training provider may be able to help you with this.



HOW DO I FIND A TRAINING PROVIDER?

We have high quality providers working in partnership with CMI, delivering apprenticeships including:

Team Leader
of Supervisor
(L3)

Operations or
Departmental
Manager (L5)

Chartered
Manager Degree
Apprenticeship
(L6)

Senior Leader
(L7)

Associate
Project
Manager (L4)

Junior
Management
Consultant (L4)

Business
Administrator
(L3)

To find out more about training providers who can support you, you can:

Take a look at the information available through the Education & Skills Funding Agency at www.findapprenticeship.service.gov.uk/

Visit our 'Find a Centre' directory at -
managers.org.uk/education-and-learning/find-a-centre/

Contact us: apprenticeships@managers.org.uk

Chartered Management Institute (CMI)

The Chartered Management Institute (CMI) works with business and education to inspire people to unleash their potential and become skilled, confident and successful managers and leaders.

With a wealth of practical qualifications, events and networking opportunities on offer throughout the UK and Asia-Pacific, CMI helps people boost their career prospects and connect them with other ambitious professionals in any industry and sector.

In fact, CMI has more than **90,000** people training to be better managers right now.

Backed by a unique Royal Charter, CMI is the only organisation allowed to award Chartered Manager status – the ultimate management accolade.

CMI's thought leadership, research and online resources provide practical insight on critical issues for a **160,000** plus membership community and anyone looking to improve their skills, nurture high-performing teams and help pave the way for the next generation of managers and leaders.

For more information, please visit www.managers.org.uk
Chartered Management Institute on LinkedIn, Facebook, Twitter and Instagram.



Twitter: [@cmi_managers](https://twitter.com/cmi_managers)



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We invest in people Platinum



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