



An easy guide to woodworking apprenticeships

For Employers in Scotland

Apprentices are...

- "...people who work to our quality standards."
- "...our route to expanding the business."
- "...committed workers with the skills we need."
- "...familiar with our working methods and practices."
- "...the generation who'll take over as our tradesmen retire."

As BWF members know, apprentices

"...are *essential* to the future of our business."



This publication counts towards your CPD (cat.4):

CPD

30
mins

The woodworking CPD programme

Background

The woodworking sector employs the highest ratio of apprentices in the construction sector. Apprenticeship reform opens up new opportunities for employing older apprentices and retraining individuals. This guide runs through the basics of hiring an apprentice for a BWF Member. The focus of the guide is trade skills, however, it is worth remembering that other core skills including administration and finance can be supported via apprenticeships.

What are the benefits of taking on an Apprentice?

- You can reduce costs by having highly trained staff
- Create a pool of talent and a skilled workforce
- Expand your business
- Nurture talent to improve your services
- Fill the skills gaps in your business
- Ensure they work to our working methods and practices
- Staff that work to our quality standards
- Give your business a creative boost
- Construct stronger business foundations

What age range can an Apprentice be?

Modern Apprenticeships (MA) are usually for the ages from 16 – 24 years. Although anyone in Scotland over the age of 24 can apply for an apprenticeship and benefit from the opportunities offered.

What is a Modern Apprenticeship Training Agreement?

A Modern Apprenticeship Training Agreement is an agreement between you the employer and your apprentice under which the apprentice undertakes to work for the employer. The agreement is a contract of service and states that it is entered into in connection with a qualifying Apprenticeship framework. It reflects that the Apprenticeship is primarily a job rather than training.

It normally includes;

- the length of the apprenticeship
- The training you will give them
- Their working conditions
- Information regarding 'off the job' training
- The qualifications that they are working towards

You can write your own agreement, or download one from

<https://www.gov.uk/government/publications/apprenticeship-agreement-template>

Or use the agreement provided by your training provider.

What type of training will they receive?

Apprentices receive various types of training comprising a 'Framework' and must achieve all the set milestones to receive the full Framework award. The elements include:

- A knowledge-based technical certificate to underpin the practical skills
- A Vocational Qualification showing competence usually SCQF Levels 5 or 6 (previously SVQ 2 or 3)
- Training in essential 'life' skills such as Communications and IT

Frameworks Available Through the Apprenticeship Scheme

Apprenticeship	Qualification	Studying	Applications (Examples)
Carpentry and Joinery	Wood Occupations: Carpentry and Joinery at SCQF Level 6 (CITB SQA)	Produce setting out details for bench joinery products including CAD Mark out from setting out details for bench joinery products Manufacture bench joinery products Set up and use fixed and transportable machinery Manufacture Bespoke Products Install First & Second Fixing Components	Joinery Workshops, Furniture, Shopfitting Workshops & Carpentry Workshops and Installation
Wood Machining	Woodmachining at SCQF Level 6 (CITB SQA)	Principles of machine manufactured joinery Setting and operating various fixed machines Setting and operating NC/CNC machines	Joinery Workshops, Shopfitting Workshops, Furniture, Garden, Sheds, Timber Merchants, Kitchen Companies etc.
Shopfitting	Wood Occupations: Shopfitting at SCQF Levels 5 & 6 (CITB Skills Sector Council)	Producing Components to specification and fitting on site, Frames, Shop Fronts & Frames, Doors, Sashes, Panelling, Cladding and Units, increasing in Complexity	Shopfitting Workshops, Working on Sites to Install Goods

Engineered Wood	Engineered Wood at SCQF Levels 5 & 6 (NSAFD)	<p>Prepare drawings from specifications or determine job requirements by examining drawings and specifications</p> <p>Produce working drawing, jigs templates or prototypes for production assembly of products using computer technology</p> <p>Select and prepare timber and manufactured board</p> <p>Select correct adhesives for various applications</p> <p>Trim and glue joints and fit parts together to form sections of furniture</p> <p>Assemble components and fit ironmongery</p> <p>Fabrication of glass systems</p> <p>CAD</p> <p>Finish items using a range of techniques</p> <p>Repair damaged components</p>	Companies that manufacture Trusses, Decks, Panels, Glulam, LVL, CLT fabrication
Wood Products Manufacturing	Wood Products Manufacturing at SCQF Levels 5 & 6 (NSAFD)	<p>Prepare drawings from specifications or determine job requirements by examining drawings and specifications</p> <p>Produce working drawing, jigs templates or prototypes for production assembly of products using computer technology</p> <p>Select and prepare timber and manufactured board</p> <p>Select correct adhesives for various applications</p> <p>Trim and glue joints and fit parts together to form sections of furniture</p> <p>Assemble components and fit ironmongery</p> <p>Fabrication of glass systems</p> <p>CAD</p> <p>Finish items using a range of techniques</p> <p>Repair damaged components</p>	Marking Out, Interpreting and Using Information, Assessing Materials for Quality, Maintaining Tools, Producing Jigs, Manufacture, Sawing, Planing or Assembly of Wood Products, Finishing, Spraying, Attaching Fittings, Packing; Storing, Fabrication of Glass Systems, Glazing. All skill sets suitable for medium to larger joinery manufacturing businesses

On-the-job training is provided by your company, at your premises; off-the-job training is given at college on day-release (or sometimes week-release) or training can be delivered by your apprenticeship training provider in the workplace.

What is the difference between an Apprenticeship and a Modern Apprenticeship (MA)?

A Modern Apprenticeship (MA) is the name given to an apprenticeship which follows an MA 'framework' and the training is usually funded partly or wholly by the government through Skills Development Scotland. Not all apprenticeships are MA's as there is no framework for some jobs, or the employer has their own training, assessments and qualifications.

How do I recruit an Apprentice?

This all depends on what type of apprenticeship you would like your new apprentice to take:

If you wish to recruit an apprentice, and follow one of the MAs offered by CITB (see above), you can contact CITB direct; they have a team of Apprenticeship Officers that will be able to guide you through the Apprenticeship route. If you are 'in scope' (i.e. registered with CITB) CITB will help you by arranging training for your apprentice with a local college or your nearest training provider. They will help with paying all college or training provider examination fees, helping you complete the paperwork needed to claim grants and giving advice on expenses available to cover accommodation or travel costs, their address is:

<http://www.citb.co.uk/citb-apprenticeships/about-apprenticeships/>

You can visit their dedicated website to careers within the construction industry and register your vacancy, their address is: <http://www.citb.co.uk/bconstructive/> follow the link for employers.

The BWF [Wow I Made That](#) advice portal for aspiring woodworking apprentices also allows to promote your interest.

If you wish to recruit an apprentice, and follow one of the MAs offered by NSAFD, (see above), then you will need to find the apprentice first, then contact NSAFD (on 0845 644 0558 or email s.batty@nsafd.co.uk) they will signpost you to a training provider for the MA that you have chosen. The training provider should be able to help you through the paperwork and funding that is available for your apprentice.

Below are some helpful links to finding a suitable apprentice:

One route would be to visit the Skills Development Scotland website link:

<https://www.apprenticeships.scot/about/>

On this page you will find a host of interesting links including one marked 'Take on an MA' and 'Advertise a vacancy'. They have a contact telephone number 0800 783 6000.

You can register your interest on the [Scottish Government portal](#), to take on an Apprentice. There is also a telephone number that you can call to gain advice 0800 015 0600. You can let the agency know about your vacancies for free and they will facilitate working between training providers and you the employer to help you find appropriate candidates.

Another useful website for recruitment is: www.apprenticeshipsinscotland.com/ on the top right of the front page is a link called 'Recruit an Apprentice'.

You can also contact local colleges and schools to see if there is a potential student looking for an Apprenticeship placement.

Once you have chosen your Apprentice you will need a training provider

You can arrange to send your Apprentice to a local college or nearest training provider. They should be quality assured and approved to deliver training. They will help you through the paperwork process and assessment of the Apprentice.

Should you decide to use CITB, for one of the MA's (see above) they will arrange this for you and help you with all the paperwork.

Should you decide to use the NSAFD for one of the MA's (see above), then contact them on 0845 644 0558 or email s.batty@nsafd.co.uk so that they can signpost you to an appropriate Training Provider running your required course. They are mainly one of the three following providers:

- ATT, 10 Station Brae Gardens, Dreghorn, Irvine, Scotland KA11 4FB
- Young Enterprises, 29 Coldstream Avenue, Perth, Scotland PH1 1RZ
<http://youngenterprises.co.uk/>
- Didac Limited Woodwise Academy, Riverside, Crews Hole Road, Bristol BS5 8BB
<http://didac.co.uk/>

The BWF are also working with Centres of Excellence that can offer training, for further information please contact the BWF on 0844 209 2610

How much should I pay my Apprentice?

You must pay your Apprentice at least the Apprentice Minimum Wage, the most up to date information on this can be found on the following website:

<https://www.gov.uk/national-minimum-wage-rates>

What is the Apprentice Levy

If you're an employer in the UK with a pay bill over £3 million each year, you must pay the apprenticeship levy from 6 April 2017. The levy is based on 0.5% of their class 1 secondary NIC. You can call the Apprenticeship Scot Service on 0800 783 6000 for further information.

[BWF Guidance on the Apprentice Levy is available here](#)

How much financial support is available for the training costs?

Whilst you as the employer pay your apprentices a wage, the Government pays for most of their training.

Generally, the amount you can get varies depending on whether the candidate is:

- aged 16 to 24 - you can get all of the course costs for an MA by Skills Development Scotland
- aged 25+ - you can still train as an MA as there may be government funding support available

How much financial support is available for the employer?

Should you choose one of the MA's (see above) supported by CITB, then grants are available

Employer Grants from CITB Scotland - Apprenticeship Grants

Grant Name	Amount Employer Can Claim
2-year apprenticeship to achieve SCQF Level 5	£6,000 max per apprentice
3/4-year apprenticeship to achieve SCQF Level 6 Or 7 and inclusive of the 2-year grant	£10,250 max per apprentice

Apprentices must be registered with both the Scottish Building Apprenticeship and Training Council (SBATC) and CITB to claim grants.

<http://www.citb.co.uk/grant/grants-available-201617/apprenticeship-grant-scotland/>

Are you thinking of qualifying existing staff?

Enabling existing staff to gain qualifications helps differentiate your company from competitors, demonstrating your commitment to training.

Renewing the interest and commitment of existing staff comes through giving them opportunities to learn, qualify and pass their skills on to others.

Refreshing skills is equally vital: one of the top three reasons for staff leaving is said to be lack of new learning opportunities.

CITB Scotland offers a range of grants covering non-apprentice training & development, and technical, managerial and professional training, see below for information.

Retaining skilled people is as important as creating them. Research by the Chartered Institute of Personnel & Development shows that employers who reward apprentices with the highest wages have the highest rates of retention.

Other Training Grants Available from CITB

Grant Name	Amount Employer Can Claim
SCQF Achievement Grant inclusive in 2/3-year apprenticeship grants, but can be obtained outside of apprenticeships e.g. OSAT	£400 per achievement
Craft Non-Apprentice Grant Level 5 SCQF for achievement of NVQs not undertaken as part of a full apprenticeship framework	£3,525 per achievement
Craft Non-Apprentice Grant Level 6/7 SCQF for achievement of NVQs not undertaken as part of a full apprenticeship framework	£2,625 per achievement
Day-rate Grants when part of a company training & development plan or under short-duration training	£25 per half day £50 per full day
Supplementary Payment available on top of all grants including apprenticeship grants for employers that pay a levy and on time to CITB	10% on top of any claimed grants

Terms and Conditions apply. These are the published CITB rates that are available under the 2016/17 Grants Scheme.

There are a host of other grants available to fund training through the grant scheme. For more information on claiming grants and full terms and conditions, please visit:

<http://www.citb.co.uk/levy-grant/grants-available-201617/>

On-site Assessment & Training (OSAT)

Experienced, existing staff can be assessed (and given additional training) at your premises to achieve NVQ qualifications Levels 2-5 under OSAT. The BWF OSAT Programme provides a

dedicated and tailored solution in both craft and office based occupations and is delivered in partnership with specialist training provider Didac Ltd. www.didac.co.uk
or contact the BWF for further information on 0844 209 2610.

About the Wood Industry Training Forum:

The BWF offers a range of training solutions and other services through the WITForum (Woodworking Industry Training Forum) that are tailored for the joinery industry.

With over [40 training services now available](#) through the Forum (from machining to management to timber training), there is no better place to get quality, comprehensive and tailored training solutions for the joinery industry. We work closely with the CITB and have expertise in helping you tap into the right funding stream to support your training.

Where to go next:

[Find a Course from the British Woodworking Federation](#)

[Find out more about the BWF Online Training Academy](#)

Woodworking careers: Wow! I made that!



The 'Wow I made that' campaign aims to provide information, advice and guidance to young people interested in a woodworking career in the joinery industry.

[Follow the campaign on Facebook.](#)

To support this campaign we have now also launched the Wow I Made that Websie - www.wowimadethat.co.uk

Note: Whilst every effort has been made to ensure the accuracy of advice given, the BWF cannot accept liability for loss or damage arising from the use of the information supplied in this publication.