

A MANAGED APPRENTICESHIP SERVICE

An employer
focused Flexi-Job
Apprenticeship Agency



Supplytrain is one of a handful of Flexi-Job Apprenticeship Agencies (FJAAs) in England that has specialist approval from Government to recruit, employ and manage apprentices on behalf of other organisations, like yours.

Similar to temp-to-perm recruitment, we find and employ great junior staff and place them in your business - saving you time and money navigating the apprenticeship landscape, whilst supporting you to offer apprentices more permanent positions at the end of their training, if required.

Our FJA model allows you to develop apprentices risk-free, without employment or payroll concerns. Whether you're a sole trader, SME or large business with off-payroll requirements, we make employing apprentices simple and affordable for you.

HOW IT WORKS?



Recruitment

Give us your vacancy details, we'll find you great candidates, a suitable training provider and help you access £1,000s worth of training. All for free.



Support

Once you choose a candidate, we'll employ them during their apprenticeship, taking care of legalities, disciplinarys and queries. All for a small weekly admin fee.



Progression

We ask you to commit to six months. If you can't keep someone longer, we'll find them a new placement or transfer employment to you, when you're ready.

HOW THE SERVICE WORKS (IN DETAIL)

- Once you provide us with details of your business and potential opportunities, one of our apprenticeship experts will call you to discuss your requirements and explore how we might be able to help.
- If the service is right for you, we will start recruiting candidates, identify a suitable training provider and begin accessing a 'levy transfer' so you don't have to pay any training costs. **This is free.**
- We shortlist candidates for you to interview. **You only start paying a fee if you decide to take someone on.**
- The apprentice is employed by us, but line managed by you. We support you through quarterly meetings and on-demand support, as needed.
- You choose how much to pay the apprentice per hour. **We charge you the hourly rate (and any on costs) for the hours worked, plus a weekly admin fee that covers payroll, support and insurance.**
- We ask employers to commit to an initial six month placement. As we reach this milestone you can extend or we find the apprentice work elsewhere.
- At the end of the apprenticeship, we'd love it if you kept your newly skilled worker (if you can). **We transfer their employment to you for free, at this stage.**

WHICH BUSINESSES USE A FJAA MODEL?

The FJAA apprenticeship model is great for:

- Employers new to apprenticeships
- Sole traders or organisations without PAYE
- SMEs that want to outsource apprenticeship oversight
- Organisations that are struggling to recruit or retain apprentices
- Organisations with headcount restrictions or off-payroll needs, such as schools or foreign companies operating in England
- Organisations wishing to share apprentices with their supply chain or across multiple businesses

APPRENTICE WAGES

With apprentice wages covered and our weekly admin fee included, it could cost **as little as £220 a week** to 'employ' an apprentice through our service.

If you able to offer more hours or can afford to pay apprentices more, that's great - and we can support you with this. Please be assured that our weekly admin fee is a flat rate. So, if you can pay more, our costs stay the same!

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🌐 www.supplytrain.co.uk/fjaa