Cycle Instructor Apprenticeship Programme

FAQs

**Employers**

* Do you provide support for recruiting an apprentice?
  + First Step Training (FST) can provide advice on how to recruit an apprentice and materials for advertising an apprenticeship position.
* What hourly contract do I need to offer an apprentice?
  + Apprentices should be in full time employment with a contract of 30+ hours per week.
* How is the training funded?
  + Depending on your organisation, funding is provided in the following way:
    - Levy Paying Organisation – Apprenticeship is funded directly through your apprenticeship levy.
    - Non-Levy Paying Organisation – Apprenticeship is funded by the Education & Skills Funding Agency and is applied for directly through your employer apprenticeship account.
* How much do I need to pay an apprentice?
  + <https://www.gov.uk/employing-an-apprentice/pay-and-conditions-for-apprentices>
* How long does the apprenticeship last?
  + The Cycle Instructor Apprenticeship will last 15 months in total.
* What support do I have to provide for the apprentice?
  + Apprentices will need all the regular support of a new employee. They will also need a line manager/mentor to help guide them through the organisation’s standards etc.
* How much time do I have to give the apprentice to complete their apprenticeship work?
  + Apprentices are required to have 20% off-the-job training time as an average across their apprenticeship.
* How can having an apprentice benefit my organisation?
  + Apprentices tend to be more loyal leading to higher staff retention.
  + Apprentices are a cost-effective way of training staff to the industry standard.
  + Apprentices are often extremely motivated and bring enthusiasm to the workplace.
  + Apprentices have fresh and innovative ideas for service improvement.
* When will the apprenticeship start?
  + The enrolment windows are January and September, however, exceptions can be made depending on circumstance.
* How do I register interest?
  + Register interest in enrolling an apprentice using the First Step Training ‘Contact Us’ webpage - <https://firststep-training.co.uk/contact/>
* How do I sign up an apprentice?
  + After registering interest an organisation must:
    - Have an employer induction with a member of the FST team.
    - Create their employer apprenticeship account.
    - Provide the details of the apprentice(s) they would like to sign up.
    - Approve the details of the apprentice on their employer apprenticeship account.
* Am I obliged to employ the apprentice on completion of their programme?
  + There is no legal obligation to employ an apprentice on completion of their apprenticeship, however, we only encourage employers to use the apprenticeship scheme if they have the intention of building their team and an opportunity for progression for successful apprentices.