

APPRENTICESHIPS MADE SIMPLE

A practical guide for
Hospitality Titans members



Supporting hospitality businesses to build skills that last

Introduction

Why this guide exists

Running a hospitality business is demanding, and finding time to understand apprenticeships can feel like another job in itself. This short guide cuts through the noise, explains what matters, and shows how apprenticeships can support your people, your operation and your long term plans – without unnecessary complexity.



Hospitality Titans and HIT Training

Working together for hospitality

Hospitality Titans and HIT Training work together to help hospitality businesses use apprenticeships in a way that makes commercial sense – not as a tick box exercise, but as a practical workforce solution.

This partnership exists to:

- **Make apprenticeships clearer for everyone**
- **Connect skills to business growth**
- **Support long term people development across hospitality**

Together, we combine sector insight with hands on apprenticeship expertise to help you invest in your people with confidence.



What an apprenticeship really is

A job, with structured development built in

An apprenticeship is:

- **A paid job**
- **With a training plan**
- **Linked to a nationally recognised standard**

Your employee learns on the job, trains off the job, and applies learning directly back into your business. No classrooms. No theory for theory's sake.



Who apprenticeships are for

Not just school leavers

Apprenticeships work for:

- **New starters**
- **Existing team members**
- **Supervisors and managers**
- **Career-changers**

There are programmes from Level 2 (entry roles) through to Level 7 (senior leaders). Age isn't the deciding factor – relevance is.

Apprentices must also:

- **Be 16 years old +**
- **Have been an EU/UK resident for a minimum of three years**
- **Not be in any other form of education or training such as college or university**
- **Not have a similar qualification at the same level or above.**

How long do apprenticeships last?

**Shorter. More flexible.
Still high quality.**

- **From August 2025, the minimum apprenticeship duration is 8 months**
- **Some programmes run longer depending on role and level**

The focus is on real skills, real impact, and delivery that works alongside day-to-day operations.



Funding apprenticeships (plain English)

You don't need to be a funding expert

Most hospitality SMEs:

- **Don't pay the Apprenticeship Levy**
- **Still access funded apprenticeships**

If you don't pay levy:

- **Under 21s → 100% funded**
- **22+ → 95% funded (you pay 5%)**

Many SMEs can also
access levy transfers,
meaning apprenticeships
can be fully funded.



Understanding the Apprenticeship Levy

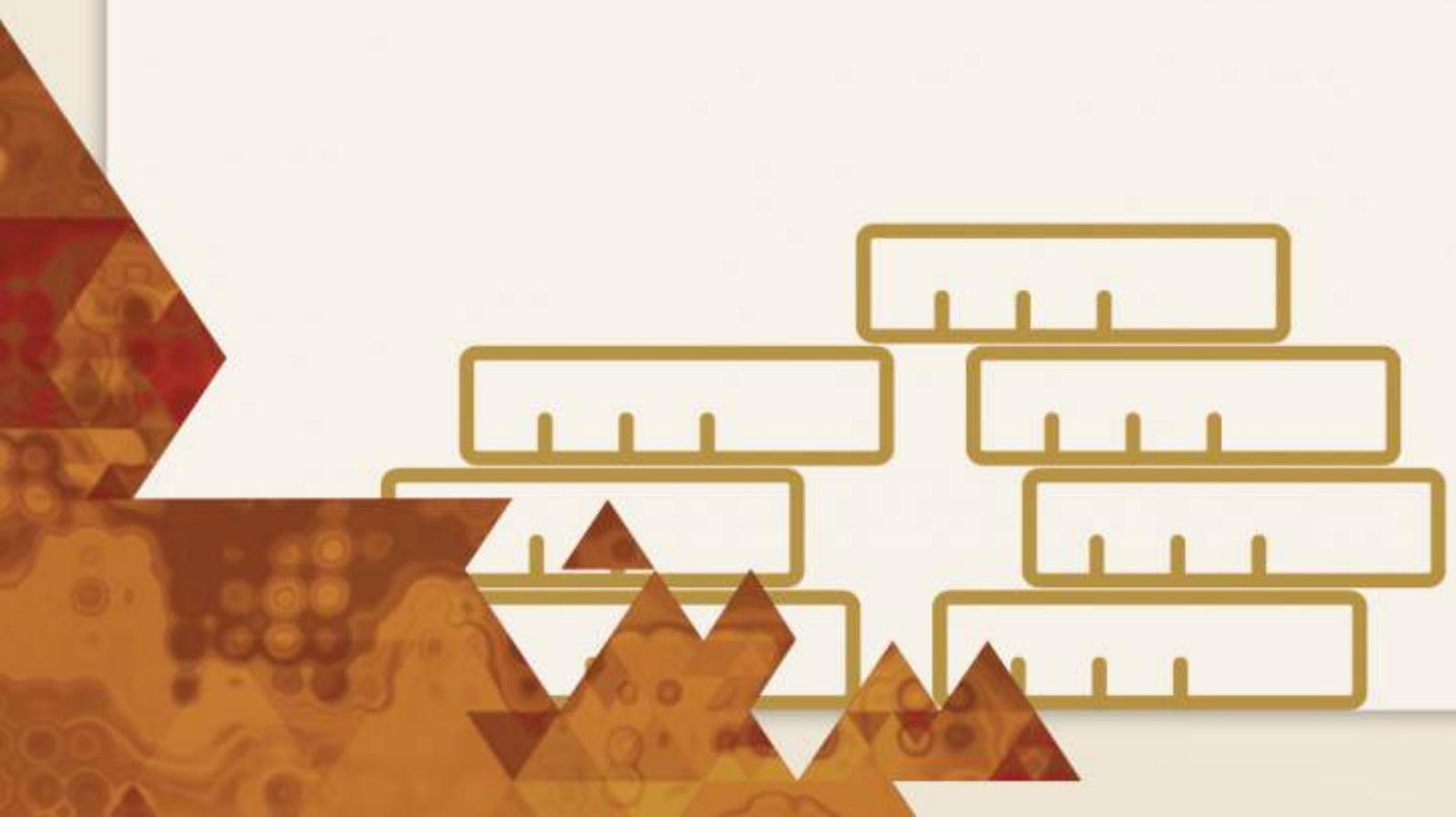
What it is and why it matters

If your payroll is over £3 million, you'll pay the Apprenticeship Levy - 0.5% of your pay bill above that threshold - into a digital account.

Levy funds can only be used for:

- **Apprenticeship training**
- **End assessment**

They can't be used for wages or recruitment.



If you're a small levy payer

Many hospitality businesses sit just over the £3m threshold.

That means:

- **Levy funds build up slowly**
- **Funds expire if unused**
- **Planning is essential**

Levy can support supervisors, managers and leadership roles when used strategically.



Incentives you might not know about

There's more support than you think

You may benefit from:

- **£1,000 incentive for eligible apprentices**
- **No employer National Insurance for under-25s**
- **Reduced recruitment costs**
- **Improved retention**

Apprenticeships often cost less than replacing staff.



What you need to provide

Less admin than you expect

As an employer, you:

- **Employ the apprentice**
- **Support learning at work**
- **Allow time for training within the role**

You don't need to manage funding rules or government systems alone. HIT handles the admin and support.



How HIT Training supports you



End-to-end support

HIT helps you:

- **Choose the right apprenticeship**
- **Manage levy, transfers and funding**
- **Use the Apprenticeship Service**
- **Align training to your L&D and growth plans**

We don't sell courses - we help you build people capability.





Apprenticeships have helped our managers become better leaders and helped us to foster a learning-centred approach across the business.

JKS Restaurants

HIT Training has given me the tools, the guidance, and the confidence to grow as a senior leader.

I've been able to develop at my own pace, while still making a real difference to my team and business.

Katie Marriott – General Manager, Jamaica Inn



What's changing in apprenticeships

Looking ahead

Hospitality Foundation Apprenticeship (coming soon)

A short, entry-level route designed to build core hospitality skills and confidence before progressing into a full apprenticeship.

Apprenticeship Units – from April 2026

Shorter, modular units will allow employers to develop specific skills more flexibly and build learning in stages.



Funding and system changes – from August 2026

- **Fully funded apprenticeships for eligible under-25s in non-levy paying SMEs**
- **Streamlined range of apprenticeship standards**
- **Removal of the 10% levy top-up**
- **Levy funds expire after 12 months (previously 24)**
- **Levy-paying employers move to 75% government/25% employer funding once funds are exhausted**

Planning and support will matter more than ever.



Next steps

If you're:

- **Curious but unsure**
- **Already using apprenticeships**
- **Wondering if you're missing funding**

Start with a conversation ...

... Talk to Jez:

jeremy.scorer@hittraining.co.uk

07966 177209



Helping hospitality businesses develop people,
plan ahead and grow sustainably.