



Apprenticeships

**TRANSFORMATIVE SKILLS  
DEVELOPMENT FOR  
ORGANISATIONS**



**SKERN  
SKILLS**

# Welcome

**At Skern Skills, we believe that skills change lives.**

For over fifty years, we've helped people and organisations grow. What began as adventurous learning has evolved into nationally recognised apprenticeship programmes, accredited qualifications and high-impact short courses that build the confidence, capability and mindset needed for the future of work.

As an established and trusted apprenticeship provider, Skern Skills supports employers to design, manage and deliver

apprenticeship programmes that genuinely add value. We understand the knowledge, skills and behaviours apprentices need to excel – and our qualified, committed training team designs learning that is memorable and grounded in real workplace needs.

Our heritage keeps us focused on what matters most: **people.** **From day one, every learner and employer is supported to succeed.**

**“A very powerful learning experience – one of the best courses I have been on. I felt supported while challenging myself.”**

– Learner



**“Skern have been incredibly helpful throughout. They are always on hand to answer any questions apprentices may have and focus on preparing us thoroughly for the specific requirements of the apprenticeship and EPA.”**

– Employer



# Our apprenticeship standards

Our apprenticeships span key sectors, supporting progression from entry level to leadership. Each programme combines accredited technical learning with the behaviours, confidence and mindset needed to succeed in modern workplaces.

## Business & Administration

Supporting organisations to build strong teams, confident leaders and effective managers.

- Level 2 – Customer Service Practitioner
- Level 2 – Customer Service Practitioner (Outdoor Retail)
- Level 3 – Customer Service Specialist
- Level 3 – Business Administrator
- Level 3 – Team Leader / Supervisor
- Level 5 – Operations / Departmental Manager

## Outdoor Education

Developing skilled, confident practitioners who can support wellbeing, activity and learning across communities.

- Level 2 – Community Activator Coach
- Level 3 – Outdoor Activity Instructor
- Level 5 – Outdoor Learning Specialist

## Farming & Agriculture

Building practical, future-ready skills for sustainable land-based industries.

- Level 2 – General Farm Worker
- Level 3 – Livestock Unit Technician
- Level 4 – Assistant Farm Manager

## Education & early years

Supporting high-quality early years provision through skilled, reflective and confident practitioners.

- Level 2 – Early Years Practitioner
- Level 3 – Early Years Educator (Funded learner loans may be available)
- Level 3 – Early Years Outdoor Activity Practitioner
- Level 5 – Early Years Lead Practitioner

Many of our standards can be tailored to reflect your organisation's culture, values and operational priorities, ensuring learning translates directly into performance and progression.



## Catering & hospitality

Developing professional, resilient teams who deliver high-quality service in fast-paced environments.

- Level 2 – Hospitality Team Member
- Level 2 – Production Chef
- Level 3 – Hospitality Supervisor
- Level 3 – Senior Production Chef
- Level 4 – Hospitality Manager

# Our quality



**Grade 1 Outstanding in: Behaviours and Attitudes, Personal Development**

**Grade 2 Good in: Quality of Education, Leadership and Management**

We are an inclusive provider, committed to equality, diversity and creating supportive learning environments where every learner can thrive.

Our apprentices develop into confident, well-rounded individuals who collaborate effectively, contribute positively and are prepared for long-term careers. We work closely with employers to ensure learning is relevant, current and aligned to industry needs.

**“Leaders collaborate highly effectively with employers to ensure the curriculum meets the needs of industry.” – Ofsted Report**

# Our impact



“Leaders provide apprentices with relevant and useful information about the career options and opportunities open to them.” “As a result many apprentices learn new skills and achieve qualifications that increase their knowledge and improve employment options at the end of their apprenticeship.”

“Apprentices develop into well rounded individuals who collaborate well with staff and their peers and learn to work effectively with diverse groups of people.”

“Leaders collaborate highly effectively with employers and external stakeholders to ensure that the curriculum content taught to apprentices is relevant, up to date and meets the needs of industry.”

“STS training vocational specialists are well qualified and are experts in their sectors. They use this expertise intelligently to ensure apprentices learn the skills they need to be safe and successful in their chosen careers.”

- OFSTED Report, 2023

# Why apprenticeships?

Apprenticeships are powerful building blocks for organisational development. They help you:

- Attract and develop new talent
- Improve productivity and staff retention
- Reduce skills gaps and future-proof your workforce
- Motivate existing employees and create career pathways
- Deliver cost-effective, flexible development
- Increase diversity and inclusion

With government funding and incentives available, apprenticeships are more accessible than many employers realise – and we're here to guide you every step of the way.

# Seize the opportunity

The national focus on long-term investment in the skills sector has created a range of incentives to support employers.

As an employer, you can access government funding to help pay for apprenticeship training – and it's often much simpler than you might expect. Skern Skills provides clear guidance

to help you navigate funding, eligibility and set-up, so you can focus on developing your people.

## Apprenticeship requirements:

### To be eligible, an apprentice must:

- Work with experienced staff
- Learn job-specific skills relevant to their role
- Be given paid time for training or study during their working week
- Be aged 16 or over

Apprenticeships have a standard minimum duration of 9 months (including End Point Assessment), based on a 30-hour working week.

## Apprenticeships at every career stage

Apprenticeships aren't just for new starters. At Skern Skills, we work with employers to upskill people at every level – from school leavers to senior leaders. Our programmes support existing employees to grow in confidence, capability and job satisfaction, resulting in a motivated workforce ready for its next challenge.

“My tutor delivered an excellent session in a positive, supportive learning environment. She explained everything clearly, encouraged participation, and made the content engaging and easy to understand. Her professional and motivating approach helped build confidence and understanding throughout the class.”

- Apprentice



## Proven impact

# 99%

Of employers recognise the benefits of offering apprenticeships, highlighting widespread value across business.

# 94%

of supervisors report apprentices add value – bringing fresh perspectives and skills to their teams.

# 78%

Of employers report improved productivity as a direct result of apprenticeships – showing apprenticeships don't just train people; they boost business performance.

# £2,5k – £18k

on average UK employers see a gain of £2,500–£18,000 per apprentice per year during training, as outputs tend to outweigh costs.

## Why Skern Skills?

We create a learning environment that feels like a safe harbour – a place to try, to succeed, to learn, and to try again. A growth mindset is embedded in everything we do.

- Tailor-made, flexible apprenticeship programmes
- Experiential learning with lasting impact
- Sector expertise and strong employer partnerships
- Blended delivery aligned to your business
- Clear guidance through funding, compliance and quality
- A genuine culture of learning and care

We take a holistic approach, pairing certified technical qualifications with the soft skills that power great teams – communication, leadership, resilience and collaboration.



## Expert team

Our heritage of life-changing learning experiences is brought to life by our people.

Our qualified, committed training specialists are experts in their sectors, with a deep understanding of both industry requirements and how people learn best. They design and deliver programmes that are supportive, challenging and memorable by design.

From onboarding to completion, our team provides consistent guidance, care and expertise – ensuring every apprentice and every employer feels supported, confident and in safe hands.



# Working in partnership

Successful apprenticeships rely on strong collaboration. We work closely with employers and End-Point Assessment Organisations to ensure clarity, consistency and the best outcomes for every learner.

Our role is to make the process simple, transparent and effective – so you can focus on developing your people.

## Employer/Training provider\*

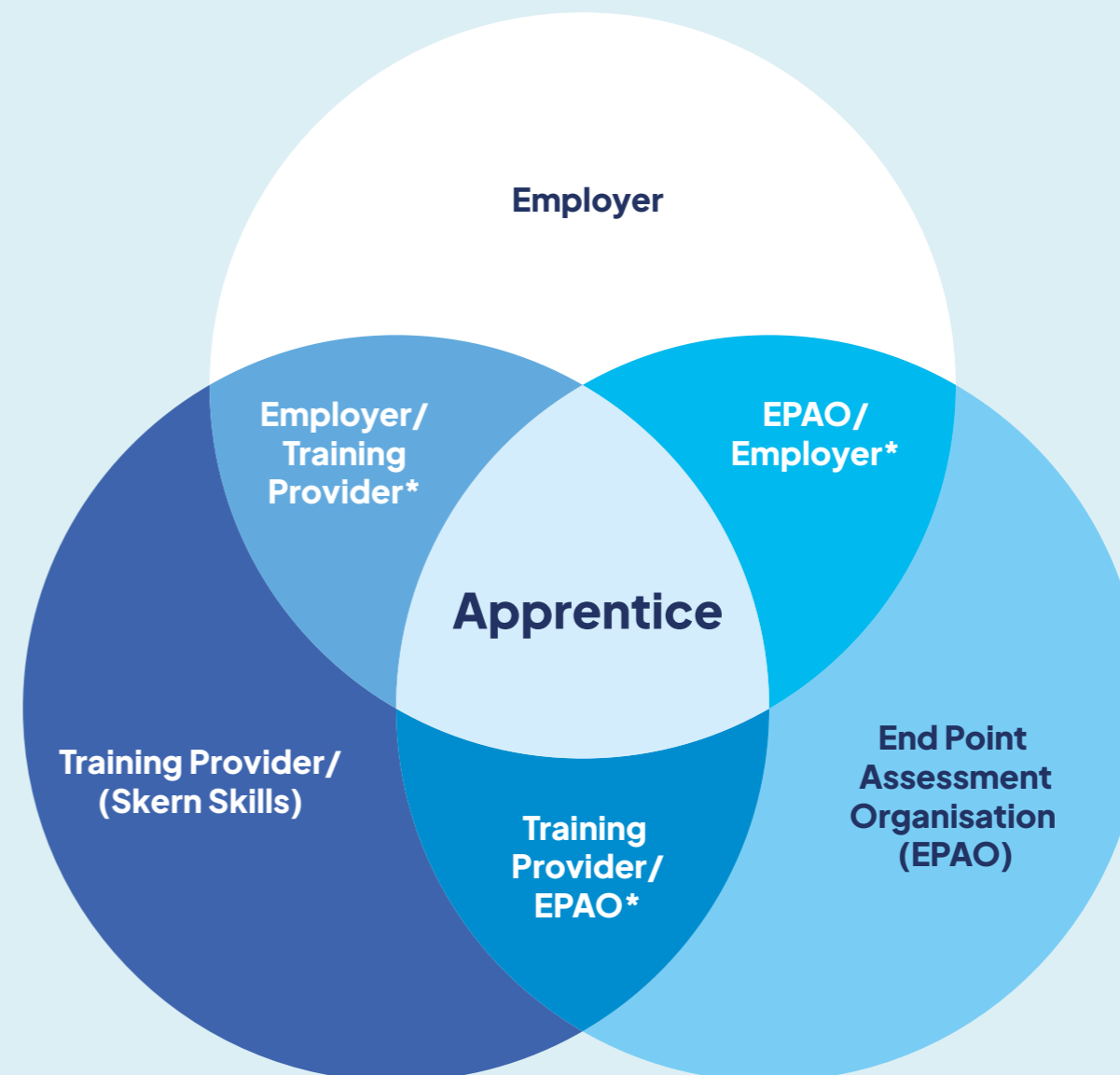
- Clear understanding of apprentices Training Plan
- Clarity of how/who offers apprentice support
- Commitment to quarterly meetings
- Clarity on what's required by Skills England & Ofsted

## EPAO/Employer\*

- Employer clarity on End-Point Assessment Organisation requirements
- Training available for employer staff
- Clarity on costs, re-sits, deferrals
- Knowledge exchange on operations

## Training provider/ End-Point Assessment Organisation (EPAO)

- Early engagement to provide resources
- Simple systems for booking and uploading data
- Flexible approach to enable the best outcome
- Swift resolutions to End-Point Assessment results



# Our clients

We partner with hundreds of SMEs and leading organisations, including:



ROLLS-ROYCE  
MOTOR CARS LTD



JOHN LEWIS  
& PARTNERS



**babcock**<sup>TM</sup>

These partnerships help ensure our programmes reflect real industry needs and translate into stronger, future-ready organisations.



# Results that matter

2023–2024 Highlights

**100%**

Pass rate

**66%**

Achievement rate

“The support I have received from the training specialist has been essential for me to move my career forward, and I am learning new knowledge all the time which I can then translate into my own role and responsibilities. Completing an Apprentice programme is an excellent route into a great career and the supportive nature within Skern and my employer has been second to none.”

– Dagan, Apprentice Team Member at Leathes Head Hotel



“It’s been very beneficial to see [our apprentice] thinking about how they can adapt sessions and build in further progression and use of skills. Encouraging them to reflect on their professionalism and behaviours — and to consider how they act and present themselves — is valuable and has a positive impact on the business.”

– Employer

“My trainer has been amazing, providing detailed sessions and continuous support throughout. The apprenticeship has been highly beneficial, giving me valuable knowledge and the confidence to apply it in practice.”

– Apprentice

# Our process

A clear, supportive and proven approach that ensures apprenticeships are well designed, well delivered and fully aligned to your business goals. We work in partnership with you at every stage, providing clarity, consistency and expert guidance from initial analysis through to long-term impact.

- **Analyse** – Understand your strategy and development needs
- **Set Up** – Guide you through funding, systems and onboarding
- **Design** – Build a bespoke curriculum aligned to your business
- **Deliver** – Blended, expert-led learning with personalised support
- **Review** – Continuous improvement to maximise impact



# The apprenticeship levy



## Do you pay? Don't worry – we're here to help.

### The apprenticeship levy was introduced in 2017 to encourage long-term investment in skills.

If you are a UK employer with an annual wage bill of £3 million or more, you may be required to pay the levy. This can also apply where organisations are connected for Employment Allowance purposes and have a combined annual pay bill above £3 million.

A levy-paying employer contributes 0.5% of their annual pay bill (offset by a £15,000 government allowance) into a levy pot, which is used to fund apprenticeship training.

From April 2026, the Apprenticeship Levy (reformed as the Growth & Skills Levy) will undergo major changes: the 10% government top-up will be removed, and the expiry window for unused funds will reduce from 24 to 12 months.

Furthermore, employer co-investment for training costs above the levy amount increases to 25% (up from 5%).

## Yes, I pay the levy

Your levy funds can be used to pay for apprenticeship training and assessment. If your levy funds run out, a co-investment option may be available.

## No, I don't pay the levy

Non-levy-paying employers can still access government funding through co-investment:

- Employers contribute 5% of training costs
- Government funding covers the remaining 95%

From April 2026 apprentices under the age of 25 are 100% fully funded, extended from the current under cap of aged under 22.

Non-levy-paying employers may also benefit from a transfer of levy funds from a levy-paying organisation. Levy payers can transfer up to 25% of their available funds.

There are often additional government initiatives and incentives linked to apprenticeships, which change regularly.

As your training partner, Skern Skills will guide you through all relevant funding options to ensure you and your apprentices maximise every opportunity available. of them so you don't have to.



# Let's talk

Talk to our experienced team about building apprenticeship programmes that develop people and strengthen your organisation. We also offer a range of short course qualifications and development training beyond apprenticeships.

**Tel: 01237 809 469**

**[enquiries@skernskills.co.uk](mailto:enquiries@skernskills.co.uk)**

**[www.skernskills.co.uk](http://www.skernskills.co.uk)**