



The British Institute  
of Recruiters  
**Business School**

www.ior.org • support@ior.org • 0871 288 2108

# **GOLD STANDARD APPRENTICESHIPS**

## *Levy Payers Prospectus 2017*



*Apprenticeships in*

**Recruitment  
Management**

**HR**

**Sales & Marketing**

**Back Office**

**Finance**

## What is the Levy & who pays it?

The Apprenticeship Levy is a tax on large UK employers with a PAYE bill of over £3 million per year. These Employers are required to pay 0.5% of their annual payroll into a Levy pot to pay for new Apprentices.

## Use it or **lose it**

Levy payers make monthly payments and if you don't spend all of your payments, they go unclaimed. Your unclaimed payments are then made available to other businesses to use on their new Apprentices.



## What can I spend my **Apprenticeship Levy on?**

Upskill  
**Existing Staff**



Train New  
**Apprentices**



- Organisations will be able to get out more than they put in via a top up system, where Government will increase the pot by 10%.
- No employer NI contributions for employees aged UNDER 25 on an approved apprenticeship scheme.
- An employer will have a set period in which to reclaim levy funds of 24 MONTHS.
- You don't have to take anyone on and you can train existing members of staff.
- Employers will have a £15,000 tax allowance they can offset against their levy payments.
- The Levy offers a great opportunity to upskill your existing staff of all ages, and offer them professional accreditations. It's not just about young people in entry level roles.

# BloR Professional Apprenticeships Consortium

## **GOLD STANDARD APPRENTICESHIPS**

*in Recruitment, Management, HR, Sales & Marketing, Back Office & Finance*



**The British Institute  
of Recruiters  
Business School**



# Professional Apprenticeships Delivered

## **Recruitment**

Certificate in Resourcing - Cert PRP (Level 2)  
Diploma in Recruitment - Cert PRP (Level 3)  
Higher Diploma in Recruitment - Dip IOR (Level 4)

## **Management**

Team Leading (Level 2)  
Team Leader / Supervisor (Level 3)

## **HR**

HR Support - Cert HR (Level 3)  
HR Consultant / Partner - Cert HR (Level 5)

## **Sales & Marketing**

Customer Service Practitioner (Level 2)  
Customer Service Specialist (Level 3)  
Digital Marketer (Level 3)

## **Back Office**

Business Administration (Level 2)  
Business Administration (Level 3)  
Business & Professional Administration (Level 4)

## **Finance**

AAT Accountancy (Level 2)

Let our experienced team **Manage your Levy** to get the most out of it for your company

This takes the risk and responsibility for running the scheme out of your hands, so you can focus on your business.

The BloR was part of the team that initially created the recruitment apprenticeship, and as such the apprenticeship directly leads to Institute of Recruiters professional membership (mBloR). You also earn letters after your name for the qualification you completed.

**For example, if you complete the Level 3 Certificate you attain these letters after your name: 'mBloR Cert PRP'.**

**Our service includes:**

- Digital Account & Levy Finance Management
- Risk Management in Reporting
- Managing Multiple Training Providers
- Recruitment and On-Boarding Support
- Apprenticeship End to End Delivery
- Quality Management
- 'Excellence in Developing People' award





# The British Institute of Recruiters Business School

The British Professional Body providing

**GOLD STANDARD APPRENTICESHIPS**

*in Recruitment, Management, HR, Sales & Marketing, Back Office & Finance.*

web: [www.IOR.org](http://www.IOR.org)

email: [support@ior.org](mailto:support@ior.org)

call: 0871 288 2108

© The British Institute of Recruiters - BloR 2017

To re-use this information (not including logos) free of charge in any format or medium, write to:

The British Institute of Recruiters  
Suite 7, First Floor  
Parkway 2  
Princess Road  
Manchester  
M14 7LU

or email: [support@ior.org](mailto:support@ior.org)

Any enquiries regarding this publication should be sent to:

The British Institute of Recruiters  
Suite 7, First Floor  
Parkway 2  
Princess Road  
Manchester  
M14 7LU