07/08/2026

Sheldrake Training
TOGETHER WE GROW

2026

An Employer's Guide to Apprenticeships

Grow talent. Build capability. Create futures.





Sheldrake Training Limited

Apprenticeships are one of the most practical ways to bring new people into your business, develop your future workforce and give existing team members the skills and confidence to progress.

This guide explains how Sheldrake Training works alongside you to make the process clear, manageable and valuable from day one.

Organisation	Sheldrake Training Limited
Apprenticeship Standard	
Apprentice Name	
Issue Date	1 September 2026

Employer Guide 2026–2027

Applies to apprenticeships delivered in England

Welcome to Sheldrake Training



Thank you for choosing to invest in people through an apprenticeship. Whether you are recruiting a young person at the start of their career or helping an experienced employee take the next step, your support can make a lasting difference to both the individual and your organisation.

Sheldrake Training works in partnership with employers of all sizes. We provide practical guidance, dedicated coaching and clear communication so that apprentices gain the right knowledge, skills and behaviours while contributing meaningfully in the workplace.

Why apprenticeships are good for business

Founded with a commitment to quality, innovation, and meaningful impact, our company exists to create solutions that improve everyday experiences for our customers.

BUILD YOUR FUTURE WORKFORCE

Develop people around your culture, systems and standards from the beginning.

UPSKILL EXISTING STAFF

Give trusted team members a structured route to grow, take on more responsibility and progress.

IMPROVE RETENTION

People are more likely to stay where they feel invested in, supported and able to develop.

CLOSE SKILLS GAPS

Shape learning around the knowledge and capability your business genuinely needs.

BRING IN FRESH IDEAS

New apprentices can add energy, curiosity and a different perspective to established teams.

INCREASE CONFIDENCE AND PRODUCTIVITY

Structured learning helps people become more capable, consistent and independent in their roles.



"86% of employers say apprenticeships develop skills relevant to their organisation, while 77% report improved productivity"

Why Choose Sheldrake Training

Behind every achievement is a team of talented individuals who bring diverse experiences, perspectives, and expertise to their work. We believe that great ideas can come from anywhere, and we encourage collaboration.







- Dedicated support from people who understand apprenticeships and the workplace.
- Clear onboarding, training plans and regular progress reviews.
- Flexible delivery through workplace visits, online support and structured learning activities.
- Help with recruitment, eligibility, funding and the Digital Apprenticeship Service.
- Open communication with the apprentice, employer and coach throughout the programme.
- A strong focus on progression, achievement and skills that make a real difference at work.



WHAT IS AN APPRENTICESHIP?

An apprenticeship is a paid job combined with structured training. The apprentice develops occupational knowledge and skills while carrying out a genuine role, supported by their employer and Sheldrake Training.

Apprenticeships are not only for school leavers. They can be used to recruit new talent, support career changers or develop existing employees at different stages of their working life.

Paid employment

The apprentice is an employee, receives a wage and has the same employment rights as other staff.

A genuine job

The role must allow the apprentice to develop and demonstrate the occupation set out in the apprenticeship standard. .

Structured training

Learning is planned around the apprentice's starting point, job role and the requirements of the standard.

Training during working hours

Eligible off-the-job training takes place during the apprentice's normal working hours. The minimum requirement varies by standard.

Independent assessment

The apprentice completes the assessment set out in the relevant apprenticeship assessment plan before certification.

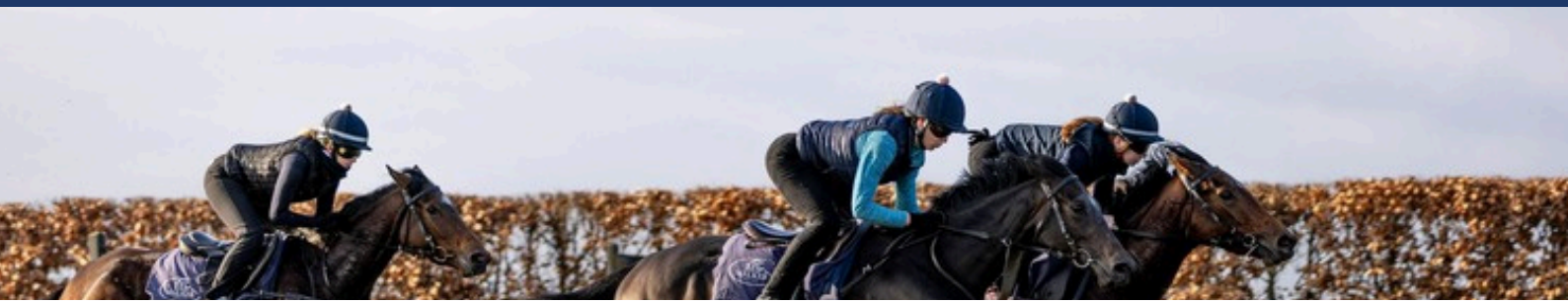
Your role as the employer



The strongest apprenticeships are genuine partnerships. You provide the workplace, experience and day-to-day encouragement; Sheldrake provides the structured training, coaching and programme oversight.

- Provide a genuine job, appropriate supervision and a safe working environment.
- Pay the apprentice correctly and meet all employment-law responsibilities.
- Allow the apprentice to complete their planned off-the-job training during normal working hours.
- Give the apprentice opportunities to practise and develop the skills required by the standard.
- Attend progress reviews and contribute honestly to discussions about progress and support needs.
- Complete required actions on the Digital Apprenticeship Service before the apprentice starts or transfers.
- Keep Sheldrake informed of changes to employment, working hours, job role or circumstances.
- Support the apprentice through assessment and remain engaged until the apprenticeship is fully completed.

The Apprenticeship Journey



1. Explore	We discuss your workforce needs, the role and the apprenticeship options available.
2. Recruit or select	You recruit a new apprentice or identify an existing employee who would benefit from development
3. Assess the starting point	The employer, apprentice and Sheldrake agree a training plan, roles, milestones and support.
4. Agree the plan	The apprentice completes planned training and applies learning in the workplace
5. Learn and apply	The employer, apprentice and Sheldrake agree a training plan, roles, milestones and support.
6. Review progress	Regular progress reviews keep everyone informed and actions are agreed when support is needed.
7. Complete asessment	The apprentice completes the assessment required by their apprenticeship assessment plan



OFF-THE-JOB TRAINING

Off-the-job training is the planned learning that develops the knowledge and skills needed for the apprenticeship. It must take place during the apprentice's normal working hours and be separate from the productive work they already carry out as part of their usual job.

The minimum volume of off-the-job training is set for each apprenticeship standard. Sheldrake will confirm the requirement, agree how it will be delivered and help you plan it around the needs of the business.

Examples include workshops, coaching sessions, online learning, practical training, project work, mentoring, shadowing and learning new workplace processes.

English and maths standalone qualifications are not counted as off-the-job training hours.

The employer must give the apprentice enough paid time to complete the agreed training activities.



Why Progress Reviews Matter

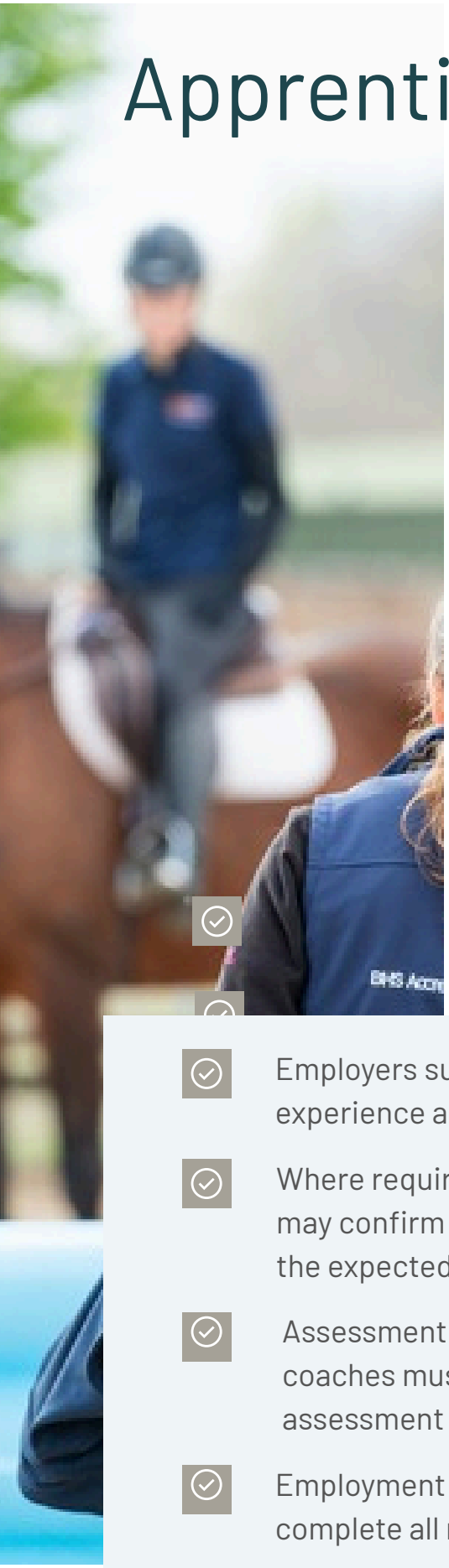
"Progress reviews help employers shape apprentice success, celebrate progress and address challenges early. Your feedback keeps training relevant to business needs, supporting confident apprentices and developing future talent."

Progress reviews and workplace support

Progress reviews bring together the apprentice, employer and Sheldrake coach. They are used to celebrate progress, identify barriers, check that workplace learning is taking place and agree clear next steps.

Your contribution matters. Honest feedback from the workplace helps the apprentice understand what they are doing well and where they need to improve. It also allows us to adjust the training plan where circumstances or business needs change.

Apprenticeship Assessment



Assessment confirms that the apprentice has reached the occupational standard. The exact approach depends on the assessment plan for the apprenticeship and may include practical activity, tests, professional discussion, projects or other approved methods.

The apprenticeship system is changing during 2026 and 2027. Some apprentices will continue under older end-point assessment arrangements, while revised standards may allow assessment to take place at different points. Sheldrake will explain the process that applies to each apprentice.

- Employers support readiness by providing suitable workplace experience and participating in reviews.
- Where required by the assessment plan, employers may confirm that the apprentice has demonstrated the expected workplace behaviours.
- Assessment must remain fair and independent. Employers and coaches must not seek to influence assessor allocation or assessment outcomes.
- Employment arrangements should allow enough time for the apprentice to complete all required assessment activity.



Funding and the Digital Apprenticeship Service

Apprenticeship funding is managed through the government's Digital Apprenticeship Service. The employer must complete all required actions before a new apprentice starts or an existing apprentice transfer to Sheldrake Training.

We will guide you through the process, but we cannot start delivery until the apprenticeship record and funding arrangements are correctly approved. This protects the apprentice, the employer and Sheldrake from avoidable funding and compliance problems later.



Important

"Apprenticeship funding is simple with the right support. We guide employers through every step, ensuring everything is approved correctly so training can start smoothly and compliantly.".

Employer Checklist



Before the apprentice starts

✓ Employer checklist:

□ A genuine job and suitable job description are in place.

□ The apprentice has a contract of employment and will be paid correctly.

□ The employer has completed all required Digital Apprenticeship Service actions.

□ The role provides opportunities to develop the apprenticeship knowledge and skills.

□ Time for off-the-job training has been agreed.

□ A workplace mentor or appropriate supervisor has been identified.

□ The employer understands the progress-review and assessment requirements.

□ Any support needs or reasonable adjustments have been discussed with Sheldrake.

Frequently Asked Questions

Can apprenticeships be used for existing staff?
Yes. Apprenticeships can be an excellent way to upskill employees who are taking on new responsibilities or developing towards a more advanced occupational role.

Is there an upper age limit?
No. Apprenticeships are available to eligible people aged 16 and over.

How much time does the apprentice need for training?
The required off-the-job training volume depends on the apprenticeship standard and the apprentice's prior learning. We will confirm this during onboarding.

Who pays for the training?
Funding depends on the employer's circumstances and the apprenticeship. We will explain levy funding, government support and any employer contribution before the programme begins.

What happens if the apprentice changes role or leaves?
Tell us immediately. Changes to employment, hours, job role or employer can affect eligibility and funding, so they must be managed promptly.

Can an apprentice progress after completion?
Absolutely. Apprenticeships can lead to promotion, wider responsibilities, higher-level apprenticeships, further qualifications or specialist career routes.



Ready To Get Started?



Talk to the Sheldrake Training team about your workforce plans, apprenticeship opportunities or the development needs of existing employee.

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Important note

This guide provides a practical overview and is current for the 2026–2027 academic year. Apprenticeship funding and assessment rules can change, and different rules may apply depending on an apprentice's start date and assessment plan. Sheldrake Training will confirm the requirements that apply to each apprentice.

Key official guidance: Apprenticeship Funding Rules 2026–2027; Skills England apprenticeship standards and assessment plans; and current GOV.UK guidance for employers and training providers.