

Racing's new business administration apprenticeship



Racing industry employers looking to recruit an apprentice for an office-based role can now access dedicated support through the new Business Administration apprenticeship scheme.

Delivered in partnership with Haddon Training, the apprenticeship uses a combination of workplace development and off-site training to help the apprentice develop their knowledge, skills and behaviours – all within a racing context.

Whether you are looking for someone new to the industry, or seeking to train an existing employee, the apprenticeship scheme gives employers the opportunity to support and develop the next generation of talent and help kick-start a career in racing.

How to create a suitable job role in your organisation for the apprenticeship

First, please contact Haddon Training for the full details:

Email – vacancies@haddontraining.co.uk

Tel – 01672 519977

If you are able to create a suitable job role in your organisation for someone to complete this business apprenticeship, advertise it on the careersinracing.com job board and the [Careersinracing team](#) will help to promote your opportunity.





What is the eligibility criteria?

Employers must have:

- Employers Liability Insurance
- PAYE
- Vocationally competent staff to line manage, support and supervise the apprentice
- Health & Safety policy
- Adequate risk assessments
- Health & Safety law poster on display
- Accident book and First Aid kit
- Adequate fire alarm procedures and fire safety equipment.

If learner is 19 or over there is a 5% employer contribution to be paid.

Apprentice:

- Max working hours are 40 hours per week for 16 and 17 years old, and 48 hours if 18 years or older.
- If 16 or 17, they must have two consecutive days off.
- Must be paid minimum apprenticeship wage or more.
- Must be allowed 6 hours per week to be dedicated to training, including visits with their Trainer Coach.
- Must complete and pass their L2 Maths and English during the apprenticeship if they are not exempt (this will be assessed prior to the apprentice starting the programme), must be working at minimum EL3/L1 at the start of the apprenticeship.
- Must have a contract of employment signed by employer and learner.



What happens when I find a suitable applicant?

Contact [Haddon Training](#) who will talk you through the whole process and set up the apprenticeship agreement.

Can I put any of my existing staff on the Apprenticeship?

Yes. There is no age limit and as long as your employee meets the eligibility criteria, has not completed a similar programme and fulfils the prior learning requirements, they will be able to move onto the Apprenticeship.

What are my responsibilities?

Your apprentice must be employed by your company and you must be able to provide them with the experience they need to complete their training programme. Six hours per week must be dedicated towards relevant training to support their apprenticeship. You will establish a working relationship with Haddon Training who will mentor you and your Apprentice throughout the programme.

How long does the Apprenticeship last?

This Apprenticeship is normally completed within 18 months, however each programme is bespoke to the learner's needs.

What happens after the Apprenticeship?

Having supported and invested time in developing your Apprentice, you may decide to take them on as a full-time employee. If not, Careersinracing will be on hand to support you and the Apprentice in advising them of various career paths and current employment opportunities that they might be interested in applying for.



What happens if I don't have the funds to pay for Apprenticeship Training?

The Apprenticeship Levy was initiated by the UK government in April 2017, for all employers paying a wage bill of more than £3 million per year. Employers that meet this criterion are now required to pay 0.5% of their payroll each month as a levy tax. This levy can then be reinvested back into their workforce in the form of Apprenticeship training. Employers can spend their funds on their apprenticeship training and assessment costs, or they can transfer them to other businesses. There are no restrictions on how many businesses they support but they cannot exceed 25% and if funds are not used, they expire.

There are a number of racing organisations that pay the Apprenticeship Levy, but have been unable to spend their funds. There is potential to use this unspent funding to support smaller businesses within the industry to take on apprentices.

British Horseracing is working with the Co-op Levy Share as a way for organisations to transfer unspent levy or for businesses to request a levy payment, helping to tackle under-representation within apprenticeships.

What is Coop Levy Share?

The Co-op have created a way to help support smaller businesses by pledging some of your unused apprenticeship levy through the [Co-op Levy Share website](#). Part of Coop criteria, for organisations using the Coop Levy Share website to secure support, is that they must be paying the minimum **National Living Wage**.

"At The Races and Sky Sports Racing believe in giving people from diverse backgrounds an opportunity to gain apprenticeships and experience within the sport we love. We will be sharing up to 25% of our apprenticeship levy with other businesses in the industry, helping to ensure we maximise the opportunities available."

Sarah Smith

HR Director At The Races

"Like many organisations since the levy's introduction, we have struggled to spend our full contribution. We have supported local businesses with ad hoc transfers, but joining a well-organised levy share scheme will help ensure our unspent funds are used for maximum benefit; everyone wins when jobs are created and the skills of the local labour market and supply chain are developed."

Lucy Attwood

Head of HR Godolphin

How will this help my organisation?

By registering on the Co-op Levy Share website and pledging some of your unused apprentice levy, you will have exposure to numerous opportunities you could support that you would not have known existed without the site. If you are a small organisation that does not pay into the Levy, you may be able to apply to the coop share scheme to fund your apprentice.

Is there help available?

Yes, there is a team working in the background who can offer support and guidance to all organisations, making the process of registration and posting of opportunities as easy as possible.

If you would like to know more, please contact Sandra Kelly at info@cooplevshare.co.uk

To access support from Haddon Training, please use the contact details below.

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