

# Maritime Apprenticeships Your Future Their Future Our Future



Department  
for Transport



MARITIME  
UK





Apprenticeships allow you to bring new talent through the ranks and train your team with the skills they need to help your business succeed.

The Department of Transport and Maritime UK are grateful for the support of the Maritime Skills Alliance in preparing this booklet.



I am delighted to continue my role as Minister for Maritime. I am proud that this government has achieved so much for the maritime sector by strengthening its relationship with industry and re-emphasising the salience of skills to future success. My commitment to this industry means that I am determined to see it grow and develop into a high-skilled and competitive sector.

Of all ten pillars of the new Industrial Strategy, developing skills is amongst the most important particularly for maritime. A skilled workforce will help us maintain our position as a world-leading maritime nation, and will help the sector to achieve its full potential.

As a former minister for Further Education, Skills and Lifelong learning, I devised our skills strategy and put apprenticeships at its heart. I regard the role I have played in helping businesses create more apprenticeships as my greatest achievement in politics.

Apprenticeships are particularly suited to the maritime sector because most jobs require a mixture of academic prowess and on the job experience. The fact that so many senior people in the industry started their careers as apprentices is powerful evidence of just how successful apprenticeships can be. To go further still, we need to make sure we have the right advocates; inspirational people who can encourage those in schools and colleges who are considering what to do next, to see the opportunities offered by high quality apprenticeships in the maritime sector.

The Apprenticeship Levy has encouraged employers to boost their investment in training and skills. There is a healthy uptake on some of the existing schemes and trailblazers groups are already fully engaged in ensuring their sectors have relevant standards. But there is much potential for employers to do more.

This booklet is a showcase of the opportunities offered by maritime apprenticeships. It describes with passion life-changing stories. As the Government's maritime sector champion I will do all I can to promote maritime apprenticeships and I call upon all maritime employers to rise to the challenge and develop the very best apprenticeships.

There are some shining examples in the maritime sector, and many people are working hard to make the most of the opportunity which apprenticeships present, but so much more is possible. Let's not think in terms of modest incremental increases, but rise to the challenge of doubling the number of apprenticeships offered.

I want the Board of every maritime business, whether they pay the Levy or not, to discuss how apprenticeships can help them succeed by growing the next generation of talent. Some may conclude that apprenticeships are not for them, but I think most will see real opportunities. And there is plenty of help available for companies who want to get started, with contact details at the back of this booklet.

The work done by colleagues in the road and rail sectors through the Strategic Transport Apprenticeship Taskforce, which my Department set up, shows what can be done. Apprentice numbers are high and climbing, and the rail sector in particular has done excellent work to break down barriers and reach out to previously underrepresented groups.

I am sure there is a bigger prize for us all in making much greater use of apprenticeships to train the talented people we need; and my Department and I will do everything we can to support that work.

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**Rt Hon John Hayes MP**  
**Maritime Minister**





Whilst our industry's headlines more often feature trading conditions, scale economies and technical innovation, much of today's talk is about apprenticeships. I know from my own experience within Carnival just how vital it is that we get 'the people side' right, investing every bit as much attention in recruiting and retaining the talented people we need for our business to succeed, as we do in the ships they sail.

That's why I'm delighted to add my welcome, and that of Maritime UK, to this publication.

The Minister has challenged us to double the number of apprentices we recruit, and that is a challenge which Maritime UK willingly grasps.

We certainly know the value of apprenticeships in the shipping industry – because it's a model we are very used to in our cadetships.

It's decades since we last called our trainee officers 'apprentices' but by any standards the mix of training at sea and in college is a very impressive example of how to construct a structured programme to give new talent strong foundations – which is what apprenticeships are.

This mix of training on the job, backed by more technical and academic study in college or university, is exactly what so many jobs in the maritime sector need. Whilst the combination of raw nous and physical ability remains welcome, today it must be trained and moulded to be intelligently applied. Nowhere is this more true than in our maritime businesses, and that's why the apprenticeship model works so well for us. Our industry takes its corporate social responsibility very seriously, and apprenticeships are an excellent means of giving something back to local communities.

And now we have the Apprenticeship Levy to spur us on, payable from this April. I firmly believe that the Levy is an opportunity for every business in the sector.

I particularly want to echo the Minister's call to every company to take a good hard look at the Levy, and at the possibility of using apprenticeships to attract the next generation of talent to help take your business forward. The idea is a new one for some companies, but as the case studies in this publication show, and as many businesses – including my own – will bear witness, apprenticeships are a vital part of the talent toolbox.

We have a good range of apprenticeships which companies can use, and a range of experienced people ready and willing to help them work through the possibility. This publication opens the door, and I hope companies across the whole of the maritime sector will join those of us who already know how valuable apprenticeships are.

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**David Dingle CBE**  
**Maritime UK Chair**



## Apprenticeships Explained

There is no fixed model for apprenticeships but the principles are simple and powerful. Apprentices learn practical skills on-the-job (from experienced colleagues), theory and underpinning knowledge off-the-job (commonly in college) and the relevant behaviours to enable true competency. This combination of knowledge, skills and behaviours, if delivered well, ensures that apprentices get a terrific grounding for their new career.

Some of the arrangements are different in different parts of the UK. So is the detail about how much funding different size companies can get from the Government, and how the Apprenticeship Levy works.

There is a lot of help available though (see inside the back cover), and the basic facts are straightforward:

- apprentices are employees – and their employer recruits them, and sets their terms and conditions as they would with any other employee
- Government wants companies to employ apprentices, and incentivises them to do so with financial subsidies
- in return for the subsidy Government sets some rules – national quality standards – which most companies will find pretty reasonable

The Maritime Skills Alliance publishes a series of two-page Briefings which summarise key points about apprenticeships and about the Apprenticeship Levy:  
[www.maritimeskills.org/Briefings](http://www.maritimeskills.org/Briefings)

## Nailing Myths

MYTH  
1

### Apprenticeships are only for school leavers

Apprentices must be 16, but beyond that there are no age restrictions. In fact apprentices over the age of 25 (typically existing employees) considerably out-number those who have just left school or college. And Government subsidy is available regardless of the age of your apprentice.

MYTH  
2

### Apprenticeships are only for new employees

Traditionally the term “apprentice” means someone at the start of their career. In our modern economy we are talking about the Government giving funding to companies to encourage them to provide high quality career training for their employees – and that certainly includes companies investing in existing employees.

You might not want to use the term “apprentice” if you put an older worker on a new career training programme, and you do not need to do so. But you can certainly use the Government’s apprenticeship funding to help you pay for that employee’s training.

MYTH  
3

### There's only a limited range of approved apprenticeships available

Not so. There is no need to be distracted by talk about Trailblazer groups designing new Standards; in most cases they are replacing existing apprenticeships which you can use now. There is no need to hold back. The lists on page 16 show you what is available and what is in the pipeline.

MYTH  
4

### The Levy is just a “payroll” tax in disguise

What is unique about this Levy is that every company which pays it can get its money back in full; indeed it can get back more than it paid in. Any company which treats it simply as a tax is missing an opportunity; employers should look carefully at how to use this opportunity to invest in their future workforce.

## What is the Apprenticeship Levy and who pays it?

Started on **6 April 2017**, at a rate of **0.5% of pay bill**, paid through PAYE

Applies to all **UK employers** in all sectors

It is estimated that only **1.3% of employers** will pay the levy

For firms **which pay the Levy**, the Government adds 10p for every £1 they pay in.

For firms **which do not pay the Levy**, the Government pays 90% of the training costs, and the firm pays the remainder.

All firms get an incentive of £1,000 to recruit **young apprentices aged 16-18**.

The levy has been set at 0.5% of an employer's pay bill. It is only paid on any pay bill in excess of

# £3m

Employers have an allowance of £15,000 to offset against their levy payment.



## A step-by-step guide to the apprenticeship service

Levy-paying employers can now use the apprenticeship service to manage their apprenticeships online.

**STEP 1**

### Estimate apprenticeship funding

Use the tool to get an indication of how much apprenticeship funding you have received and estimate how much your chosen apprenticeships will cost over time.

**STEP 2**

### Find apprenticeship training

Search for the right type of apprenticeship training for your workforce and find a training provider who offers what you need.

**STEP 3**

### Manage apprenticeship funding

Register securely to set up an employer account. From here you can add the PAYE schemes that are associated with your apprenticeship funds and invite other team members to view the account.

**STEP 4**

### Sign your employer agreement

You'll need to sign a legal agreement with the Skills Funding Agency (SFA), to authorise your apprenticeship funding to be paid to your chosen training provider. Navigate to the 'organisations' section in your account to sign.

**STEP 5**

### Recruit an apprentice

Work with your training provider to post your apprenticeship vacancy online and find the right candidates for the role.

**STEP 6**

### Add apprentices and authorise payment to your training provider

Once recruited, you can add your apprenticeships to your account and authorise payment to your training provider.

**STEP 7**

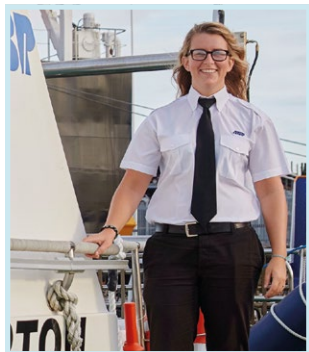
### Monitor the balance of your funding

The levy started to be collected in April 2017 by HMRC and apprenticeship funds should have appeared in your account from May 2017. In your account you can view payments you've made to training providers and stop or pause payments.

Get started at [www.gov.uk/guidance/manage-apprenticeship-funds](http://www.gov.uk/guidance/manage-apprenticeship-funds)

Note that this chart shows the process in England; it is a little different in the rest of the UK. See the relevant links on page 14.

## Case Study 1: Maritime Operations Apprenticeship



Keeta Rowlands is one of the first people to complete the 4-year Marine Operations Apprenticeship designed by Associated British Ports. She now works in Southampton as a Multi-Purpose Marine Operative with a principal role in Vessel Traffic

Services (VTS) operating the radar and ensuring that ships make their way safely into the port. Because her training was broad-based, Keeta is also coxswain on the patrol and pilot launches when she's not in the VTS tower.

Keeta always loved the sea and her career began with summer jobs in a marina. She started her apprenticeship with ABP in 2012, and learnt a wide range of practical skills from mooring ships to basic ship handling, with a nine-month spell in a nautical college to learn the theory side of the industry.

She says of her role:

**“I have always enjoyed the variety of the sector and the different roles and paths within it. Every day is different for me whether it is trying to communicate through language barriers, or organising ships through gaps in huge yacht races, it's difficult to find two days the same.**

**The maritime industry is not spoken about enough. It isn't just driving ships, there are so many roles, opportunities and challenges”.**

Keeta Rowlands,  
Multi-Purpose Marine Operative

## Case Study 2: Apprentice Ratings with DFDS Seaways – in their own words



What have you enjoyed most about the role?

**“Learning skills at college and putting them in to practice on the ship”.**

**“I have enjoyed working with very friendly crew who help me to learn”.**

**“My favourite aspect of the job is that no two days are the same”.**

**“To be part of a team”.**

What is the main thing that you've learned during the apprenticeship?

**“Safety first' is not just a sentence in a maritime environment, it is the philosophy that rules every and each day on-board”.**

**“I have gained skills which will serve me for life”.**

**“The last two years I have just been constantly learning new skills”.**

What were you doing before you signed on as an apprentice?

**“I worked shore-side for DFDS”.**

**“I worked on-board as a cleaner”.**

**“I was working in the galley”.**

**“I was out of work and was searching for a full career with a challenge, the apprenticeship with DFDS was exactly what I was looking for”.**



## Case Study 3: Berthon

At Berthon, apprentices have been at the heart of the business for over a century and few MDs are as passionate about apprenticeships as Brian May.

“It’s vitally important to have new talent coming through the ranks. We’ve successfully trained some 65 apprentices over the last 10 years, many of whom are now at the heart of our business helping us to win new contracts and deliver better products”.

Lymington-based Berthon shipyard undertakes construction and fit-out projects for both the small commercial boat and yachting sectors. And the company’s commitment to using apprentices is clear in the numbers: there’s one apprentice for every four skilled people on the shop floor.

“It’s nothing to be afraid of,” says May: “We are ensuring the future of our business and providing massive job satisfaction to the trainers as well as those being trained.”

“We don’t have any production lines here, so we train them to think about and solve problems on the job. We are not teaching apprentices how to assemble an engine; we are teaching apprentices how to disassemble an engine, diagnose the faults, and reassemble it.”

**“By the end, as long as they have been academically educated properly by their colleges, you have home-built, home-made, highly-skilled individuals who know your business and know how to do the jobs you need them to do correctly, the first time”.**

This year, Berthon Boat Company will take on another ten apprentices. “We don’t believe we will keep all of them at the end of their four year period,” May happily admits.

The success of our apprenticeship programme means that they might leave us especially now that kids see an apprenticeship as a career path through to higher education, even university – but the cost of training them will have been more than paid back in years three and four and from the ones we do manage to keep.”

The apprenticeship programme is just one powerful example of Berthon Boat Company’s commitment to investment and its desire to stay ahead of the game. Brian May also believes its success sends a wider message.

“For the economy to grow, we need to build up skills. If we don’t develop those skills ourselves, we’ll have to bring them in from elsewhere. That leads

to skills inflation, and that is not good for UK plc. We all have to get out there to train and build skills via apprenticeships – there is no other way.”

**Berthon is currently offering apprenticeships in the following:**

- Marine Engineering
- Marine Electrical
- Shipwright
- Painter/Sprayer
- Rigger (new for 2017)

[www.berthon.co.uk](http://www.berthon.co.uk)





## List of Available Apprenticeships

### Maritime apprenticeships available now

Able Seafarer (Deck)  
Boatbuilder  
Boatmaster (Tier 1 Level 2)  
Engine Room Rating  
Marina and Boatyard Operative  
Marine engineer  
Maritime defence electrical fitter  
Maritime defence mechanical fitter  
Port Operations (stevedoring)  
Sea Fishing  
Shipbuilding maintenance & repair  
Workboat Operative  
Yacht & Boatbuilding, maintenance & repair

#### Notes:

1. Not all the existing apprenticeships are available throughout the UK
2. Cadetships in the Merchant Navy do not count as approved apprenticeships for the purposes of the Apprenticeship Levy

### Where can Employers find out more?

England: [www.gov.uk/take-on-an-apprentice](http://www.gov.uk/take-on-an-apprentice)

Northern Ireland: [www.nidirect.gov.uk/campaigns/apprenticeships](http://www.nidirect.gov.uk/campaigns/apprenticeships)

Scotland: [www.apprenticeships.scot](http://www.apprenticeships.scot)

Wales: [www.businesswales.gov.wales/skillsgateway/apprenticeships](http://www.businesswales.gov.wales/skillsgateway/apprenticeships)

### New apprenticeships in the pipeline\*

Composites technician  
Port Marine Operations Officer  
Marine Pilot  
Maritime Caterer  
Maritime Operations Officer (Coastguard)  
Onboard Services  
Port Agent  
Port Operations (broader than stevedoring)  
Traditional Vessels

*In addition, Liverpool John Moores University is exploring the scope for Higher Level and Degree Level apprenticeships in the maritime sector.*

\*most should be available in 2017

## What makes a good apprenticeship?

Investors in People – the organisation behind the long-established Investors in People standard – has been researching what makes a good apprenticeship experience for both employer and apprentice.

Their interim conclusions are that high quality employers:

- have a continuing commitment to apprentices' training and development
- have a diverse approach towards apprenticeships, from recruitment through to payment policies i.e. paying attention to equality and diversity is a marker of employer quality
- provide consistent and dedicated support for apprentices
- have clear progression routes in place for their apprentices at the start, and are transparent about them
- have a good and/or well-established working relationship with their training provider, where constructive communication and troubleshooting can take place throughout the apprenticeship
- are strongly-motivated to take on apprentices for the benefit of both company and apprentice growth

[www.investorsinpeople.com](http://www.investorsinpeople.com)



## How the transport sector is delivering on its promise to address the skills challenge

**The Strategic Transport Apprenticeship Taskforce (STAT)** is a voluntary, cross-industry body established in April 2016 to deliver on the ambition of the Transport Infrastructure Skills Strategy

The Chair is appointed by the Secretary of State for Transport, and ministers are kept informed of progress. The taskforce is currently chaired by Mike Brown, Commissioner of Transport for London.

Now one year on, as we prepare for a post Brexit Britain, there is even more imperative to invest in skills. The membership of STAT has grown to include representatives of the industry as a whole (including maritime) and participation from apprentices, bringing their first-hand experience into this work.

**The STAT annual report** sets out the work of the taskforce to date also focussing on the key challenges going forward.

Visit [www.gov.uk/government](http://www.gov.uk/government) to view the report.

Transport Infrastructure Skills Strategy  
One year on

A report by the Strategic Transport Apprenticeship Taskforce July 2017



### Maritime UK

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[@maritimeUK](https://twitter.com/maritimeUK) 0207 417 2837



### Department for Transport

[www.gov.uk/government/organisations/departments-for-transport](http://www.gov.uk/government/organisations/departments-for-transport)



### Institute for Apprenticeships

[www.gov.uk/government/organisations/institute-for-apprenticeships](http://www.gov.uk/government/organisations/institute-for-apprenticeships)



### Maritime Skills Alliance

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[@maritimeskills](https://twitter.com/maritimeskills) | 0208 998 8772



Most trade associations are also well-placed to give advice and support on employing apprentices

**“ It took us a couple of goes to get it right if I’m honest, but we’re really delighted with the calibre of the apprentices we’ve been able to attract. Some of them will be the backbone of our AB team, and that’s great. Some of them will go on in time to become officers, and that’s great too. It’s all about recruiting talented young people (and some not-so-young in fact) who are going to help the company succeed ”.**

**Gemma Griffin, Vice President  
HR & Crewing, DFDS Seaways**

**“ We’ve successfully trained some 65 apprentices over the last 10 years, many of whom are now at the heart of our business helping us to win new contracts and deliver better products ”.**

**Brian May, Managing Director,  
Berthon**