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Employers Guide to Beauty Therapist Apprenticeships

CHECK ELIGIBILITY & BUSINESS READINESS

- Do you employ staff in the UK?
- Do you have a suitable workplace for training (salon/spa setting)?
- Can you provide supervision by a qualified Beauty Therapist?

SELECT AN APPROVED TRAINING PROVIDER

- Search the Register of Apprenticeship Training Providers (RoATP)
- Compare providers: onsite vs offsite, support, success rates, assessments
- Contact and agree your training delivery model

CHOOSE THE APPRENTICESHIP STANDARD

- Beauty Professional (Level 2)
- Beauty Therapist (Level 2/3)
- Wellbeing & Holistic Therapist (Level 3)
- Decide the level that fits your business needs

CONFIRM FUNDING ROUTE

- Levy paying employer → use levy digital account
- Non-levy employer → pay 5% (government funds 95%)
- Check incentives for 16–18 or eligible 19–24 apprentices
- Set up your Digital Apprenticeship Service (DAS) account

RECRUIT YOUR APPRENTICE

- Recruit externally OR upskill an existing employee
- Advertise through DAS, training provider, job boards
- Interview → Offer → Sign apprenticeship agreement & commitment statement

ONBOARDING & TRAINING

- Provide workplace induction
- Create training plan with provider
- Allocate a mentor
- Support 20% off-the-job training
- Monitor progress every 10–12 weeks

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Student's Guide to Beauty Therapist Apprenticeships

DECIDE IF A BEAUTY THERAPY APPRENTICESHIP IS RIGHT FOR YOU

- Enjoy practical, hands-on beauty/spa work
- Good communication and customer service skills
- Interest in skincare, massage, and wellbeing
- Willing to learn on the job while studying

CHECK ELIGIBILITY

- Must be age 16+
- Have the right to work in the UK
- Not in full-time education
- Able to commit to work + study

CHOOSE YOUR APPRENTICESHIP PATHWAY

- Level 2 Beauty Therapist
- Level 3 Beauty Therapist
- Level 3 Holistic/Wellbeing Therapist
- Level 2 Nail Services (optional pathway)

FIND APPRENTICESHIP OPPORTUNITIES

- Search the Government Apprenticeship website
- Look at local salons, spas, and wellbeing centres
- Apply directly or through training providers
- Prepare a CV and cover letter

APPLY & INTERVIEW

- Submit applications online or in person
- Attend interviews and practical assessments
- Accept apprenticeship offer once successful

ENROL WITH TRAINING PROVIDER

- Complete initial assessments (Maths/English)
- Provide ID and eligibility documents
- Agree on apprenticeship training plan

TRAINING & DEVELOPMENT

- 80% learning on the job
- 20% off-the-job training
- Build skills in facials, waxing, massage, nails, consultation, and professionalism
- Attend regular progress reviews

COMPLETE END-POINT ASSESSMENT (EPA)

- Practical observation
- Knowledge test
- Professional discussion
- Receive your recognised Beauty Therapy qualification

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Educator's Guide to Beauty Therapist Apprenticeships

CONFIRM YOUR ORGANISATION IS ELIGIBLE TO DELIVER APPRENTICESHIPS

Be approved on the Register of Apprenticeship Training Providers (RoATP)

Meet ESFA funding rules and compliance requirements

Ensure you have qualified beauty therapy educators and assessors

SET UP YOUR APPRENTICESHIP PROGRAMME

- Choose which Beauty Therapy standards you will deliver (Level 2, Level 3, Holistic etc.)
- Develop a curriculum plan covering knowledge, skills, and behaviours (KSBs)
- Create lesson plans, practical assessments, and mapped training resources
- Ensure delivery aligns with Ofsted requirements

ENGAGE WITH EMPLOYERS

- Support employers to understand their responsibilities
- Explain funding routes and 20% off-the-job requirements
- Agree workplace training expectations and schedules
- Provide recruitment support if needed

ENROL APPRENTICES

- Conduct initial assessments (Maths, English, prior learning checks)
- Verify right-to-work and eligibility documents
- Create individual learning plans (ILPs)
- Register apprentices on DAS and ILR systems

DELIVER TRAINING & SUPPORT

- Provide classroom, online, and practical training sessions
- Carry out workplace teaching, observations, and reviews
- Ensure all KSBs are tracked and recorded
- Maintain compliance records for ESFA and Ofsted

PREPARE FOR END-POINT ASSESSMENT (EPA)

- Conduct mock assessments and readiness checks
- Liaise with the EPA organisation (EPAO)
- Ensure all gateway requirements are complete

COMPLETION & CERTIFICATION

- EPA takes place: practical, knowledge test, professional discussion
- Support apprentices and employers throughout the process
- Certification issued on completion

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Apprenticeship Terminology Dictionary (UK)

Terminology A-D	Description
Apprentice	A person in paid employment who is learning a trade or profession while completing structured training.
Apprenticeship Agreement	A government-approved outline defining the knowledge, skills, and behaviours required for a role.
Apprenticeship Levy	A tax paid by large employers to fund apprenticeships.
Assessment Organisation (EPAO):	An independent organisation conducting the End-Point Assessment.
Behaviours (KSBs)	Professional conduct and attitudes expected of the apprentice.
Commitment Statement	A document signed by all parties outlining the training plan
Cohort	A group of apprentices starting together
Curriculum Plan	A structured plan of how KSBs will be taught
Delivery Model	How training is delivered (workplace, online, in person).

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Apprenticeship Terminology Dictionary (UK)

Terminology E-I	Description
Employer Contribution (Co-investment)	5% fee non-levy employers pay toward training costs.
Employer Provider	A business approved to deliver its own apprenticeship training.
End-Point Assessment (EPA)	Final assessment confirming competence
EPA Gateway	Point where all requirements are complete and EPA can begin.
English & Maths (Functional Skills)	Essential qualifications required if not already achieved.
ESFA	Government agency funding and regulating apprenticeships
Evidence Pack / Portfolio	Collection of work demonstrating skills and knowledge.
ILR	Individualised Learner Record completed for funding purposes
Initial Assessment:	Checks carried out before enrolment to determine starting levels

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Apprenticeship Terminology Dictionary (UK)

Terminology J-Z	Description
KSBs	Knowledge, Skills & Behaviours required to complete the programme.
Levy Transfer	When one employer transfers levy funds to another employer.
Mandatory Qualifications	Qualifications required as part of the apprenticeship standard.
Off-the-Job Training (OTJ)	Training during paid hours not part of normal duties, must total 20%.
On-Programme Learning	Training completed before reaching the EPA gateway.
Portfolio of Evidence	Work collected to support the apprentice in EPA.
Progress Review	Regular reviews tracking progress.
RoATP	Register of Apprenticeship Training Providers.
Skills Coach / Tutor	The professional supporting the apprentice.
Training Provider	Approved organisation delivering apprenticeship training.
ULN	Unique Learner Number assigned to every learner
Workplace Mentor	Person in the workplace supporting development.

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Employer Guide:
Understanding Apprenticeship Levy Eligibility (UK)

WHAT IS THE APPRENTICESHIP LEVY?

- A UK tax designed to fund apprenticeship training.
- Paid by large employers to support national skills development.
- Funds can only be used for apprenticeship training and assessment

ARE YOU A LEVY-PAYING EMPLOYER?

- You pay the levy if your annual pay bill exceeds £3 million.
- Your pay bill includes all earnings subject to employer Class 1 National Insurance (wages, bonuses, commission).
- Connected companies must combine their pay bills when assessing eligibility

HOW TO CALCULATE WHETHER YOU OWE THE LEVY

- Use the formula: Levy owed = 0.5% × annual pay bill − £15,000 allowance.
- If the calculation produces an amount greater than £0, you are a levy-payer.
- Payroll or finance teams can provide accurate pay bill totals

SIGNS YOU ARE NOT A LEVY PAYER

- Your annual pay bill is under £3 million.
- You are a small or medium employer (SME).
- instead of paying the levy, you access “co-investment” where government pays 95% of training costs.

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Employer Guide: Understanding Apprenticeship Levy Eligibility (UK)

WHAT TO DO IF YOU ARE A LEVY-PAYER

- Set up a Digital Apprenticeship Service (DAS) Account.
- Levy funds appear monthly in your account and receive a 10% government top-up.
- Funds expire after 24 months if unused.
- Use funds to pay for apprenticeship training and end-point assessment only.

WHAT TO DO IF YOU ARE *NOT* A LEVY-PAYER

- You contribute 5% of training costs (government pays the remaining 95%).
- Some employers pay £0 depending on apprentice age or circumstances.
- Funding is reserved through your Digital Apprenticeship Service (DAS) account.

HOW TO CHECK ELIGIBILITY IN PRACTICE

- Ask payroll/finance for your annual pay bill.
- Use HMRC payroll software — it automatically identifies levy liability.
- Use the government “Funding an Apprenticeship” tool.
- Speak with your training provider for support and guidance

NEXT STEPS FOR EMPLOYERS

- Confirm levy or co-investment status.
- Set up your DAS account.
- Choose an approved training provider.
- Start planning apprenticeship recruitment or upskilling.