



QUALITRAIN
ENGINEERING ACADEMY



Apprenticeship Unit Funding: What Employers Need to Know

Apprenticeship units are a **simple, flexible way to upskill your employees** using apprenticeship funding, without committing them to a full apprenticeship. This summary explains what you need to know as an employer when working with a training provider.

What Is an Apprenticeship Unit?

An apprenticeship unit is a **short, targeted training programme** built from an apprenticeship standard. It focuses on specific skills your business needs, helping employees become productive more quickly in their current or future role.

Key points:

- It is **not a full apprenticeship**
- It is **fully job-related**
- It can be funded using your **apprenticeship service account** or government co-investment

Which Employers Can Use Apprenticeship Unit Funding?

You can use apprenticeship unit funding if:

- The learner is **employed by your organisation**, or by a **connected company or charity**
- The training is delivered by an **approved training provider**
- You have funds available in your **apprenticeship service account** (or are eligible for co-investment)

Your training provider will check eligibility and guide you through the process.

Which Employees Can Take an Apprenticeship Unit?

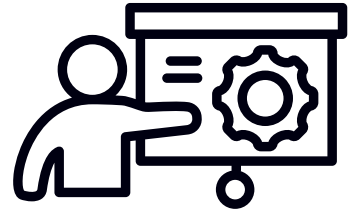
To be eligible, employees must:

- Be **19 or over** when the training starts
- Spend **at least 50% of their working time in England** (including remote or hybrid workers)
- Be able to **complete the training within their contract period**
- Not already be:
 - On an apprenticeship or another apprenticeship unit
 - On another government-funded course (such as Adult Skills Fund provision)
 - Using a student loan for this training

Apprenticeship units are designed for **employed staff**, not freelancers or sole traders.

What the Training Looks Like

- Training must be based on an **approved apprenticeship unit**
- Training can be delivered in blocks, or over a period of weeks
- Typical durations range from **2 weeks to 3 months**
- There is **no reduction in funding for prior qualifications**
- However, if an employee already has **most of the skills covered by the unit**, it cannot be funded
- English and maths qualifications are **not included**
- The training **must be delivered** with a trainer or tutor present

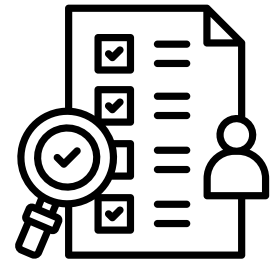


The training provider will confirm the unit is appropriate before starting.

Employment Requirements (What You're Responsible For)

As the employer, you must ensure:

- The employee has a **contract of employment** long enough to complete the unit
- They are paid a **legal wage** (the apprentice rate must not be used)
- They are included in your **PAYE scheme**
- They have a **line manager** to support them in the workplace

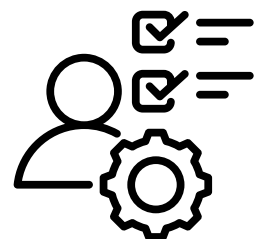


There is **no need for an apprenticeship agreement**, because the employee is not an apprentice.

Your Role Before Training Starts





Before funding can be accessed, your training provider will:

- Confirm the employee's eligibility
- Discuss the training aims with you
- Check that the unit fits the employee's role and your business needs



In summary

Apprenticeship units offer employers:

-  Targeted skills training
-  Funded through the apprenticeship system
-  No long-term apprenticeship commitment
-  Minimal paperwork compared to a full apprenticeship

Your training provider will manage the rules and funding, so you can focus on developing your workforce.

Table 1: Apprenticeship Units that Qualitrain are approved to deliver

Apprenticeship Unit	Reference	Learning Hours	Funding	Available From
Mechanical fitting and assembly	AU0003	70	Maximum £1,650	28 April 2026
Electrical fitting and assembly	AU0005	70	Maximum £1,650	28 April 2026
Welding (mechanised)	AU0004	90	Maximum £2,100	28 April 2026
Battery manufacturing	AU0008	70	Maximum £1,650	28 April 2026

If you want more information: [Engineering Apprenticeship Units](#)

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