

Welcome to your apprenticeship information pack

Our aim is to provide you with all the information you need to run successful apprenticeship programmes in your school. This includes providing information about the process and the finances to support you.

We have established a team to help you to make the best decisions about offering apprenticeship opportunities.

We have also created a forum for you to come together with your colleagues in other schools and nurseries to share your experiences and learn from each other.

I hope you will find the apprenticeship experience fulfilling and enriching for your school or nursery. At the council we place a huge value on the contribution apprentices make to our workforce and are excited by the new opportunities ahead.

If you have any questions, please email apprenticeships@slough.gov.uk.



Councillor Shabnum Sadiq,
Cabinet member for children and education



Introduction

Apprenticeships have changed!

Slough Borough Council intends to take full advantage of the opportunities this presents by building a fresh approach to our apprenticeship programmes.

So what does this mean for Slough's local authority maintained schools and nurseries who use our payroll services?

As part of Slough Borough Council, our maintained schools and nurseries need to contribute to the annual 2.3 per cent public sector headcount target for apprenticeships.

For the first time, you will be able to upskill your existing staff through apprenticeship training programmes as well as employing new talent.

The apprenticeship levy pays for the training and assessment of new and existing staff to undertake recognised apprenticeship training but it does not pay for their salaries.

The general information section of this pack will provide all the background details and links to key documents you need.

The finance section of this pack will detail the funds available to support your apprenticeship requirements.



How will apprenticeships work?

Talent of any age can apply to earn while they learn on your apprenticeship training programmes, from levels two and three up to degree level in a variety of school roles.

As the employer you will need to pay a competitive salary for any new apprentices you recruit and include them in your headcount.

The employment contract for anyone undertaking an apprenticeship training programme must be long enough for the apprentice to complete the course.

All apprenticeships will require 20 per cent of paid working time to be allocated to training away from the work place. This off-the-job element of the apprenticeship should be spread throughout the training programme for maximum effectiveness.

As the employer you need to identify:

1. a post with a salary
2. an apprenticeship job description
3. an apprenticeship training programme.

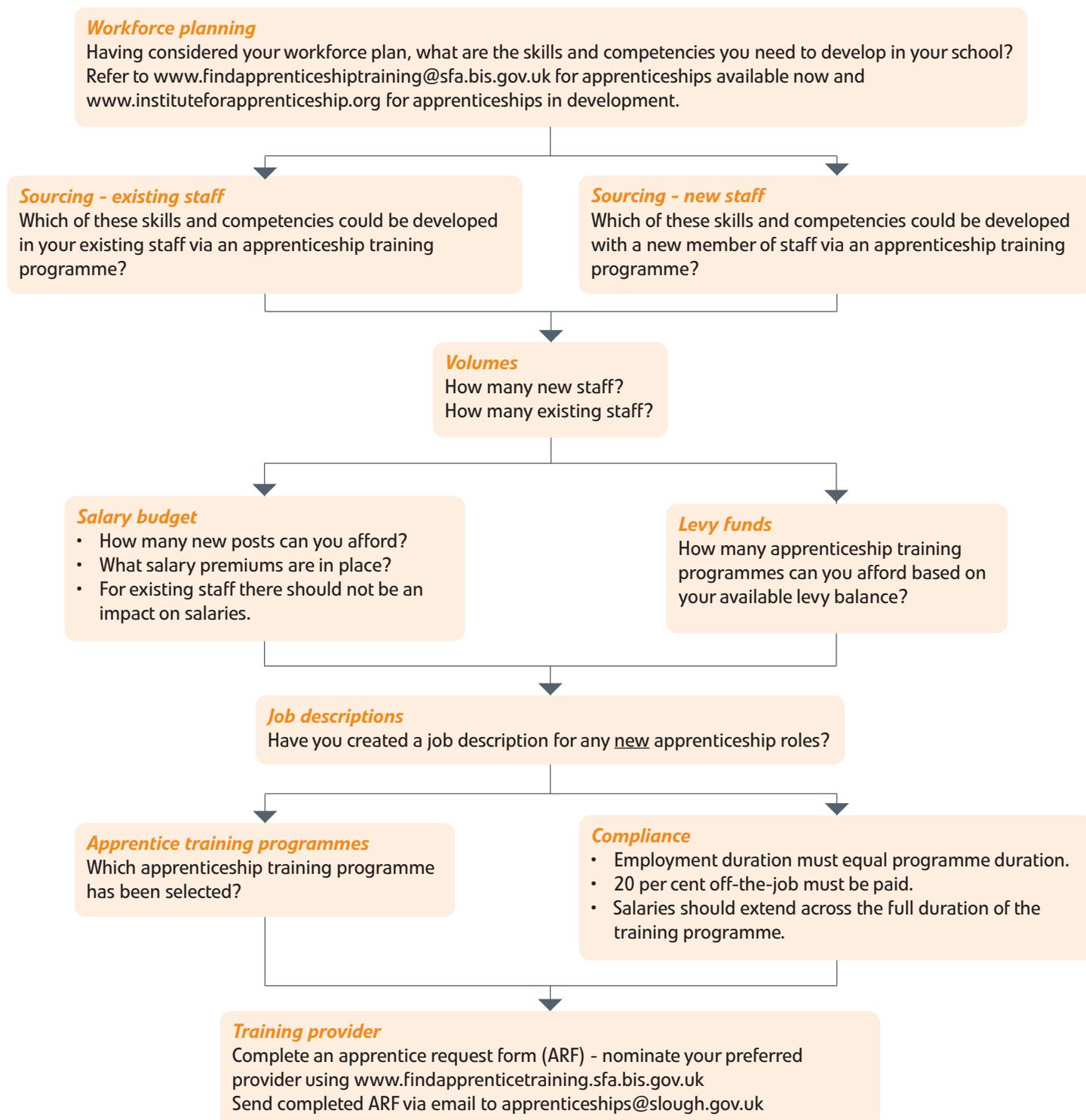
For more details refer to the Schools' Guidance and the Funding Rules (v4).

www.findapprenticeshiptraining.sfa.bis.gov.uk

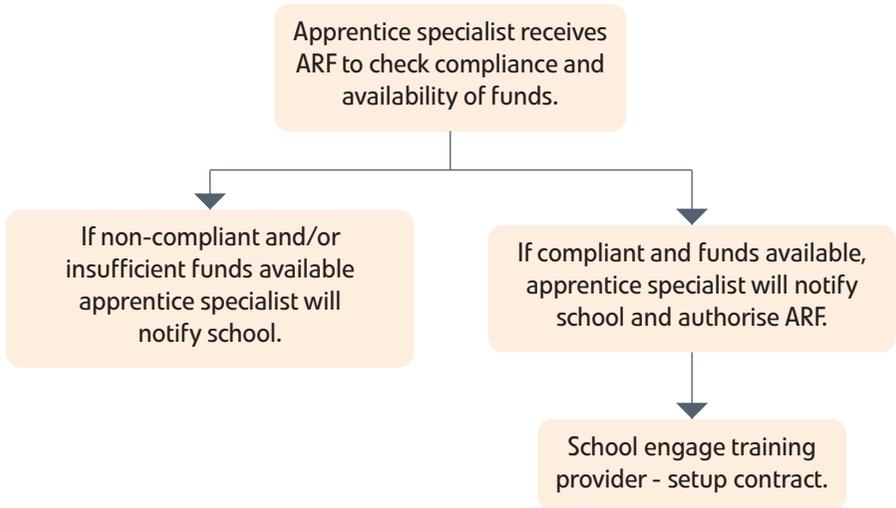
www.gov.uk/government/publications/apprenticeship-funding-rules-2018-to-2019

The apprenticeship request process

Stage 1



Stage 2



Timeline: 5 working days

Stage 3

New staff member

Start standard recruitment process. Plus
- ask training provider to advertise on national apprentice website. When new staff are engaged send apprenticeship details to apprentice specialist via online form provided.

Existing staff member

Send apprenticeship details to apprentice specialist via online form provided.

Start standard induction process with new member of staff.

All parties to complete the commitment statement within five days of starting the apprenticeship training programme via online form provided.

Update apprentice specialist of any changes in circumstances such as:

- employment status
- change to apprenticeship training
- changes to your organisation.

Levy facts

What does it cost?

- Annual salary bill greater than £3million = **0.5 per cent** paid monthly
- Annual salary bill less than £3million and greater than 50 staff = 90 per cent discount on training
- Less than 50 staff = training is FREE!

What does it pay for?

- Training and assessment of new and existing staff
- Must select a recognised training programme:
www.findapprenticeshiptraining.sfa.bis.gov.uk
www.instituteforapprenticeships.org/apprenticeship-standards/
- Does not pay for salaries

How does it work?

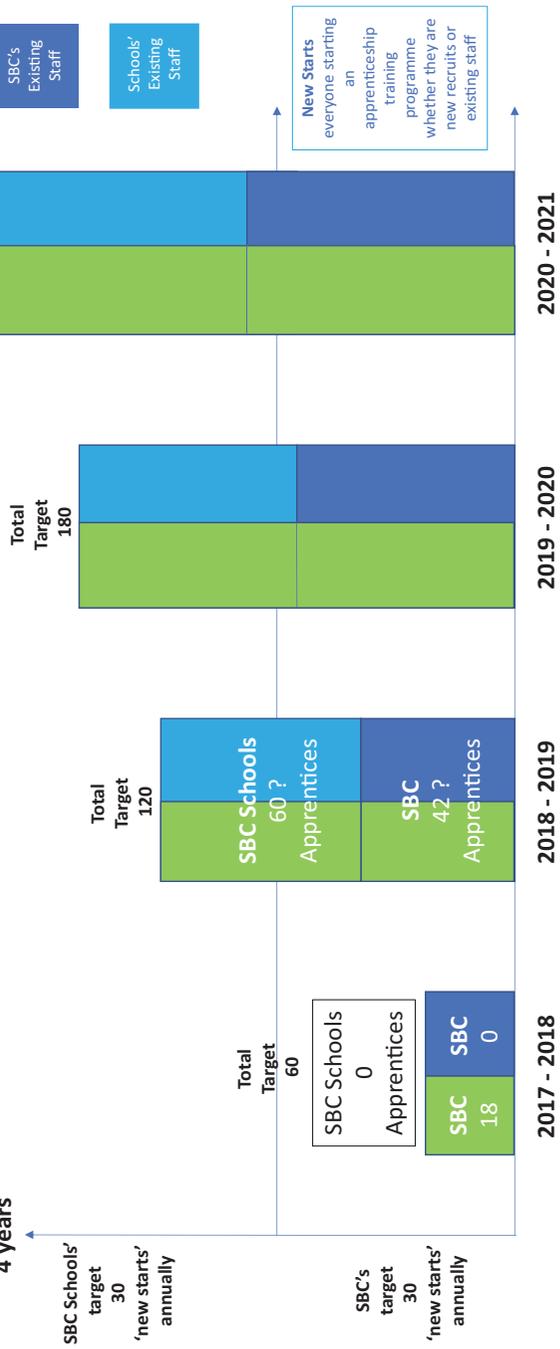
- Public sector 2.3 per cent headcount target by March 2021 (new and existing staff)
- Unused funds start to expire chronologically from May 2019
- Job description, salary and training programme

SBC Apprentice-Ometer

Public Sector Annual Target

2.3% of headcount

Total Target
60 apprentices
annually based on
headcount
aggregated over
4 years



SBC Schools' target 30 'new starts' annually

SBC's target 30 'new starts' annually

Frequently asked questions and contact details

Employment and length of apprenticeships?

The apprentice must be employed long enough to complete the training and any associated end point assessment.

Is there budget for salaries for new apprentices?

This needs to be accounted for within your school's staffing budget.

Do we have to offer a job at the end of the apprenticeship?

The purpose of apprenticeships is to prepare the next generation for your school's succession planning. Therefore the aim is that when apprentices are qualified they take up posts in your school.

How do we find relevant apprenticeships for our school?

You search the 'find apprenticeship training programmes' website - <https://findapprenticeshiptraining.sfa.bis.gov.uk/>

What support will the council provide to our school for apprenticeships?

Slough Borough Council will provide guidance on the process and ensure compliance. We will also provide regular financial updates and the opportunity to network and develop apprenticeship best practice through the forum.

Why would we put our existing staff through an apprenticeship training programme?

To provide professional development opportunities paid for by the levy.

Do apprentices need to be DBS checked?

Apprentices are subject to the same policies as all other staff and volunteers.

What about safeguarding?

Your school should apply the same safeguarding principles to apprentices as for all other staff and volunteers.

continued on next page



What do we do if there is a problem with the performance of an apprentice?

Your school should discuss this with the training provider and manage this according to your school's standard performance management policy.

We have an apprentice who started their apprenticeship before May 2017. Can we use our levy funding to pay for their training?

No. Only apprenticeships commenced after May 2017 can be paid for via the levy.

When can we start engaging providers and recruiting apprentices?

As soon as you have received authority to proceed from Slough Borough Council. The council will ensure you have sufficient funds in place and are compliant. Please refer to the process in the general information part of this pack.





Complaints procedure

To make a complaint about a council service please go to:
<http://www.slough.gov.uk/council/complaints-and-feedback>



Finance statement

Slough Borough Council has overall responsibility for the digital account that levy funds are paid into and has the authority and responsibility to direct the levy spend in accordance with our apprenticeship strategy.

The council is also responsible for ensuring 2.3 per cent of our combined workforce is undertaking apprenticeship training programmes. This includes your school because you are using our payroll services.

All requests to engage an apprentice should be submitted to the council via an apprenticeship request form. This will be authorised by the council to ensure it is compliant and you have sufficient funds available.

The council has the authority to decline requests due to non-compliance or insufficient funds.

