




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.

I hope you will find the apprenticeship experience useful 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.






Apprenticeships have changed!

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.



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.

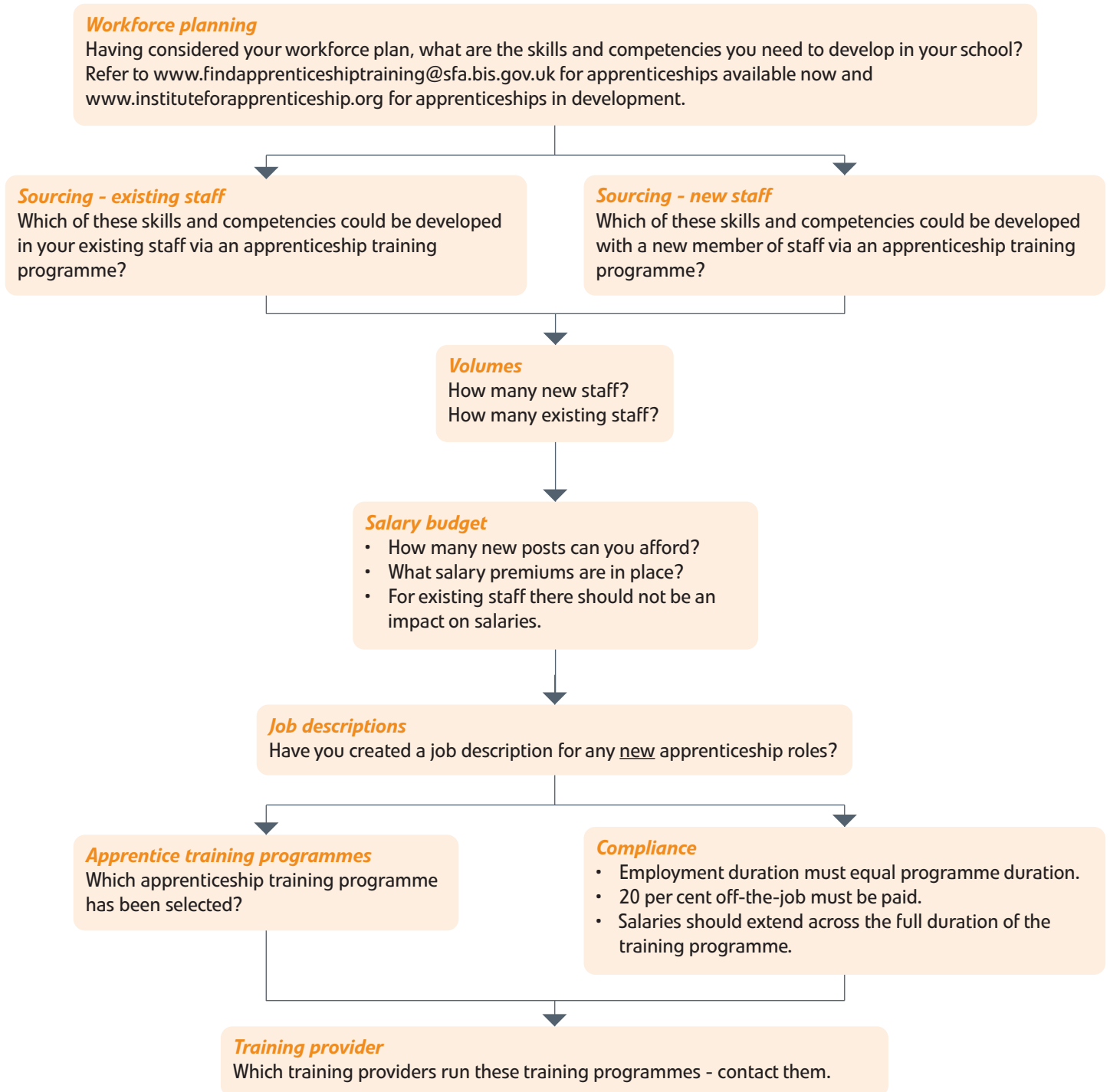
For more details refer to the Schools' Guidance and the Funding Rules (v4).

www.findapprenticeshiptraining.sfa.bis.gov.uk

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

The apprenticeship process

Stage 1



Stage 2

New staff member

Start standard recruitment process.
Plus - ask training provider to advertise on national apprentice website.



Start standard induction process
with new member of staff.



The school, training provider and learner will
complete a commitment statement.

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

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/>

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.

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.