

Apprenticeships for Schools

A Guide for Headteachers, Line Managers and Staff



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Apprenticeships have changed over the years. Apprenticeships are no longer designed specifically for school leavers but are now recognised as a development tool, whatever your age, and whatever your salary. In order to be considered for an apprenticeship, an employee will have to work at least 16 hours per week. This is because of the time commitment that is required to complete the necessary training. The apprenticeship must be relevant to the learners job role.

Through their apprenticeship, apprentices gain the technical knowledge, practical experience, and wider skills and behaviours they need for their current job and future career. The apprentice will gain this through a wide mix of learning in the workplace, formal “off the job” training, and opportunities to practice new skills in a real work environment.

The Apprenticeship Levy commenced in 2017. Employers in the UK with an annual pay bill over £3 million are required to pay the [apprenticeship levy](#) and the levy is charged at a rate of 0.5% of an employer’s annual pay bill. The apprenticeship levy can only pay for the cost of approved apprenticeship training and assessment. As an organisation, it is vital that we aim to maximise apprenticeship spend. As of 2021, all Directorates have set targets to meet for “Apprenticeship Starts” over each financial year.

Apprenticeship starts can be via new recruits or professional development of current staff. We aim to start 100 apprentices each year across Shropshire Council and Maintained Schools. If we do not spend our Apprenticeship Levy within the Local Authority, it eventually begins to expire, and we lose the funding, and it is returned to central government.

Since the implementation of the Apprenticeship Levy, in Shropshire Maintained Schools, there have been over **135** apprentices on a training programme. As of July 2022, **43** apprentices have completed their training and **53** learners are still on programme.

We do set Maintained Schools an annual target to reach which is based on 1.8% of total headcount = 36 starts in 2022/23.

In 2021/22. Maintained Schools had **40** starts across **20** schools and **8** different apprenticeship standards.

The Benefits of Apprenticeships

Apprenticeships are a great way for organisations to improve and update the skills of their employees.

You can use apprenticeships to recruit new employees, and you can also use apprenticeships to retrain or upskill existing staff of all ages and levels of experience, in a wide variety of roles.

You can use apprenticeships to provide training that is tailored to the needs and requirements of your team/service/organisation. This can be through workplace learning and formal training.

Apprenticeships can be used as part of your strategic workforce planning, to promote a diverse and inclusive workforce and support recruitment and retention.

Apprentices range from Level 2 through to Level 7 so there is something for all levels of staff.



Eligibility for Apprenticeships

Apprentices can be any age as long as they are older than 16

Live/work in England for 50% of their time

Work approx. 30 hours a week.

Have a Permanent Contract of employment or a Fixed Term contract longer than the duration of the course

The apprenticeship has to be relevant to their job post

Math and English GCSE A*-C(9-4) or equivalent and be able to provide evidence (certificates).

Can't have a similar qualification at the same or higher level

Can't be in any other formal learning i.e. apprenticeship



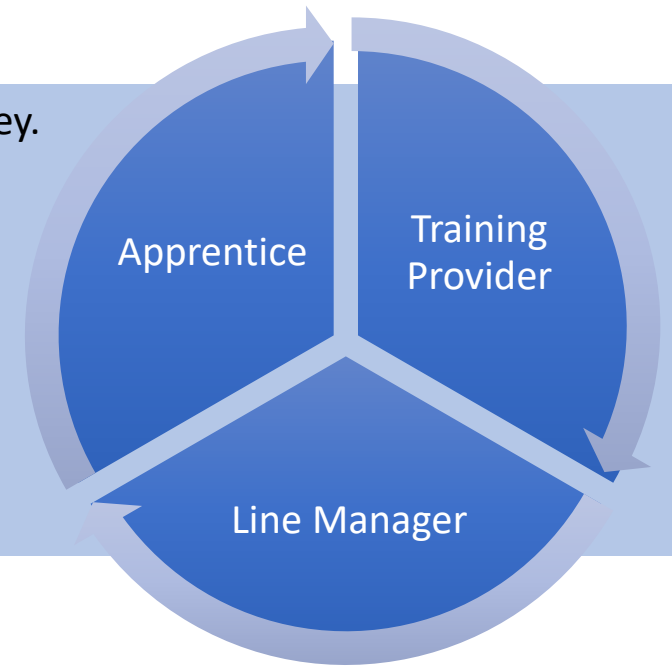
If you're recruiting an Apprentice, please use the Upskill Shropshire Eligibility Checklist when shortlisting. Upskill Shropshire can provide support if required. Contact Upskill Shropshire for more information.

How an Apprenticeship Works...

The Apprentice, the Training Provider and the Line Manager all share responsibility in the learner's journey.

Progression through an apprenticeship is logged by a %. These elements contribute to progression:

- * "Off The Job" (see Page 7)
- * Time spent with an assessor learning/time spent in workplace applying new skills
- * Assignments, reflective reviews and logging on learner platform



How to achieve success in an apprenticeship:

- The learner and line manager are invested in the journey and there is a supportive environment.
- Get 20% "off the job" logged each week.
- Line manager attends 8-12 week tripartite reviews with the learner and training provider.
- Line manager has regular monthly 1:1s with the apprentice and focuses on their training and development for a proportion of this.
- Learner flags up any issues or barriers early on and these are resolved with the appropriate party.
- Set goals and aim to achieve these. Meet progress targets.



The Off The Job Training Requirement...

What does off-the-job training mean?



In England, all apprentices must spend at least 6 hours a week of their contracted working hours in off-the-job training (based on 30+ hours a week). This means time that is spent training and learning during their ordinary working hours that is separate from their work duties. **Off The Job Training is not a day off or out of the office.** If these hours aren't taken this is a breach of the funding rules and Levy could be removed from the employer. Hours are pro-rata for part time and term time only staff. Hours can be achieved flexibly over the duration of the programme and must all be achieved before the learner undertakes their End Point Assessment.

What can contribute to off the job learning?

Activity within contracted working hours which could include:

- Theory i.e. lectures, role play, online learner, webinars, simulation exercises
- Practical training which the learner wouldn't normally do in a week – coaching, mentoring, shadowing, industry visits, competitions.
- Learning Support and time spent writing assignments – could be with the line manager or learning coach.

What can't it be?

- Maths and English Functional Skills
- Progress reviews or on-programme assessments
- Training or activity which takes place outside the apprentices' paid hours.

How the Apprenticeship Levy Applies to Schools

The way in which the levy applies to schools depends on the type of school and the overall employer.

1. Voluntary-aided and foundation schools

For voluntary-aided and foundation schools, the governing body is the employer. If the governing body's pay bill is more than £3 million then it will need to pay the levy.

2. Community and voluntary-controlled schools

For community and voluntary-controlled schools, the local authority is the employer, and so is responsible for payment of the apprenticeship levy for schools under their control. Each local authority with a pay bill of over £3 million will pay the levy.

The local authority will advise its schools on whether they need to take account of the apprenticeship levy in their annual budgets.

Schools should contact their local authority to find out how they can access local authority levy funds.

Read more information about how the Local Government Association (LGA) is supporting councils to work with schools on apprenticeships, including the [LGA Apprenticeships in schools toolkit](#).

3. Academies, including free schools and academies in multi-academy trusts

For academies, including free schools and academies in multi-academy trusts (MATs), the trust is generally the employer of all the academies' staff. If the trust's pay bill is more than £3 million then it will need to pay the levy.

If a school becomes a voluntary-aided school, foundation school, free school or academy part way through a tax year, the academy governing body or trust will be responsible for the apprenticeship levy from this point.

Further guidance on how the allowance will work in these circumstances can be found in the [HMRC Apprenticeship Levy Manual](#).





Apprenticeships for Schools

Apprenticeship Standards are continuously in development.

View all Apprenticeship Standards on the Institute for Apprenticeships and Technical Education webpages:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/>

- Early Years Practitioner Level 2
- Teaching Assistant Level 3
- Learning Mentor Level 3
- Early Years Educator Level 3
- Education Technician Level 3 (HE assistant technician and simulation-based technician)
- Assessor/Coach Level 4
- Early Years Lead Practitioner Level 5
- Learning and Skills Teacher Level 5
- Teacher Level 6
- Academic Professional Level 7
- Sports Coach Level 4
- Special Educational Needs Coordinator Level 7 (in development)
- Teacher for the sensory impaired Level 7 (in development)
- Early Years Pedagogical Lead Level 6 (in development)



Apprenticeships for Schools: Thinking outside the box

There are more than educational focussed apprenticeships available for schools. View all Apprenticeship Standards on the [Institute for Apprenticeships and Technical Education webpages](#).

Apprenticeships for Leaders and Managers:

- Senior Leader Level 7 (With NPQEL and NPQH in Spring 2022)
- Chartered Manager Level 6
- Operations/Departmental Manager Level 5 (With NPQSL in Spring 2022)
- Team Leader/Supervisor Level 3

Apprentices for School Business Managers and Administration Staff:

- Project Manager Level 6
- Associate Project Manager Level 4
- Improvement Leader Level 6
- HR Consultant/Partner Level 5
- HR Support Level 3
- School Business Professional Level 4
- Business Administrator Level 3
- Accounting Level 2 to 7



Apprenticeships for Digital, Catering, Facilities and other Support staff roles:

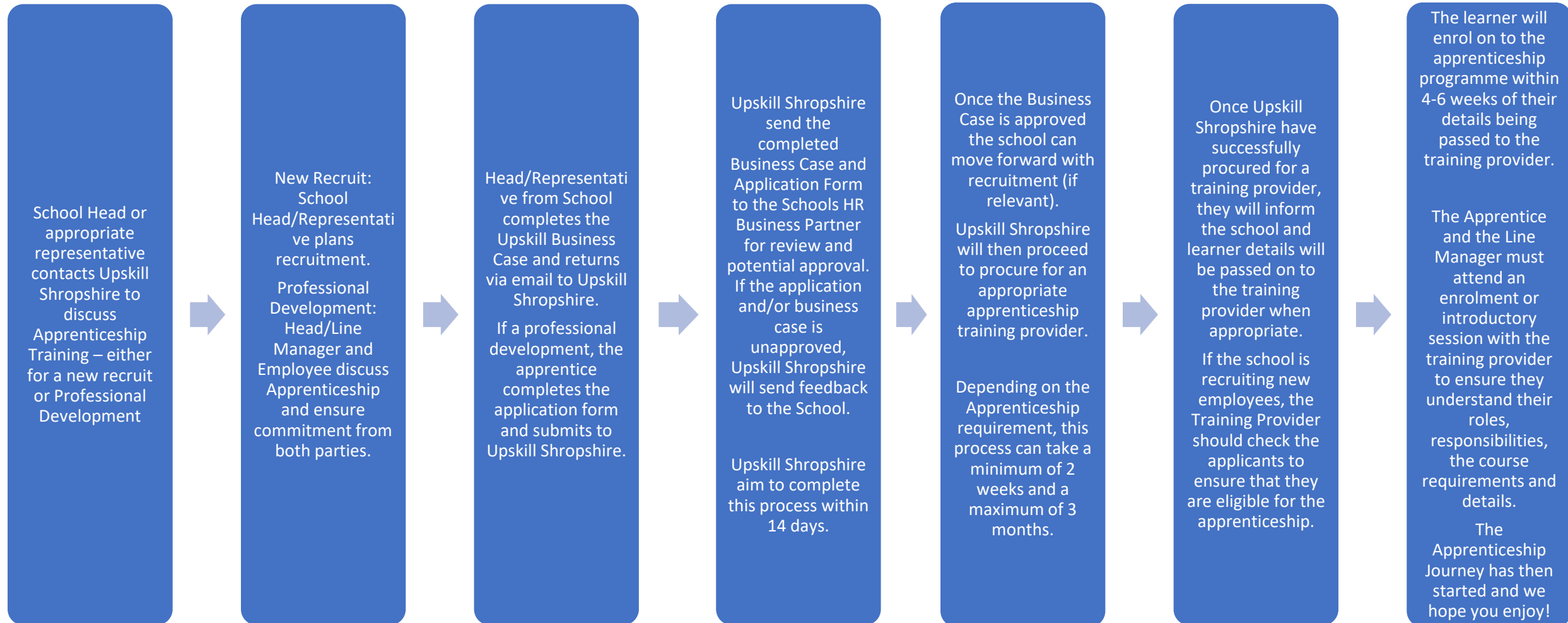
- IT Solutions Technician Level 3
- Digital Support Technician Level 3
- Improvement Technician Level 3
- Cleaning and Environmental Support Services Level 2
- Facilities Services Operative Level 2
- Facilities Management Supervisor Level 3
- Production Chef Level 2
- Senior Production Chef Level 3
- Facilities Management Supervisor Level 3
- Facilities Manager Level 4



The Upskill Shropshire Process

If you're a Voluntary Controlled or Community School, according to Apprenticeship Levy funding rules, Shropshire Council can support you with your apprenticeship requirements.

It's really important for you to start your apprenticeship journey by contacting the Upskill Shropshire Team to get the process moving. See the flow chart below for more information...



Contact Details and Further Information

For Apprenticeship Enquires contact the Upskill Shropshire Team:

Email: apprenticeshiplevy@shropshire.gov.uk

Telephone: 01743 258521

For any HR enquiries, contact the Schools HR Team via your HR Business Partner or Officer.

There is are Upskill details, information and the relevant forms on the Shropshire Learning Gateway under Headteachers > Key Service Areas > Human Resources > Upskill Shropshire.

