Making the most of the apprenticeship opportunity:
A Guide for Cambridgeshire Academies, Voluntary Controlled and Foundation Schools
This guide has been produced for Cambridgeshire Academies, Voluntary Controlled and Foundation schools to successfully employ apprentices and to provide step by step guidance with:

- Recruiting an apprentice or identifying existing employees to undertake an apprenticeship.
- Completing the required documentation
- Selecting a training provider to work with
- Identification of the job roles suitable for apprenticeships
- Monitoring performance
- Making payments to training providers.

UK Apprenticeship Enquiries and Levy enquiries or questions go to: nationalhelpdesk@findapprenticeship.service.gov.uk or phone 0800 015 0400.

For more details go to ‘a guide to apprenticeships for the school workforce.’
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1. Introduction and Context

An Apprenticeship can provide you with a valuable member of staff who will be developing their skills and/or gaining experience whilst working for your school.

In April 2017, the government introduced a number of new reforms to the way that Apprenticeships are offered, managed and provided;

- Apprenticeships can now be offered to employees of all ages
- Apprentices can be new or existing staff providing the individual needs significant new knowledge and skills which will help them in their role.
- Introduced the Apprenticeship Levy which requires that all employers operating in the UK with a pay bill of over £3 million each year make an investment into apprenticeships.

2. What is an Apprenticeship?

An apprenticeship is a genuine job with an accompanying skills development programme. Through their apprenticeship, apprentices gain the technical knowledge, practical experience and wider skills they need for their immediate job and future career. The apprentice gains this through a wide mix of learning in the workplace, formal off-the-job training and the opportunity to practise new skills in a real work environment.

A genuine job is one where:

- the apprentice has a contract of employment which is long enough for them to complete the apprenticeship successfully or be employed by an apprenticeship training agency
- the cost of the apprentice’s wages is being met by the employer
- the apprentice must have a job role (or roles) within the organisation that provides the opportunity for them to gain the knowledge, skills and behaviours needed to achieve their apprenticeship
- the apprentice must have appropriate support from within the organisation to carry out their job role
3. Why Employ an Apprentice?

Employing apprentices brings a number of benefits to employers as they:
- Are a unique way of ‘growing your own’ skills and talent
- Can improve social mobility and diversity within the organisation
- Can increase innovation and productivity, and
- Can help with staff attraction, engagement and retention

Apprentices are key to strategic workforce planning - having people in place to deliver short and long term business objectives as they offer the opportunity to:
- Bring new talent into the organisation and
- Grow and develop the skills and the workforce needed for the future
The Benefits of Apprenticeships*

- 98% of apprentices said their career prospects have improved
- Apprentices completing a higher apprenticeship could earn up to £150k more than they would otherwise do over their lifetime
- 70% of employers said apprenticeships improved quality and service
- £26£28 is the typical return for every £1 of government investment in apprenticeships at Levels 2 and 3

*Source: Department for Business, Innovation & Skills, 2016. CMI, Feb 2016

4. The Apprenticeship Levy

The Apprenticeship Levy requires that all employers operating in the UK with a pay bill of over £3 million each year, make an investment into apprenticeships. The annual levy is charged at 0.5% of the employer’s total wage bill. Employers have two years to use the funds before they expire and are returned to the government.

The government provides an additional 10% top-up to your levy payment and these funds, together with your contribution, are available from your Digital Apprenticeship Service (DAS) account. Levy funds can only be spent on the training element of an apprenticeship. See Section 6.

5. Digital Apprenticeship Service (DAS) Account

The DAS account is a portal for you to:
- Tracking levy funding available
- Tracking spend against apprenticeships
- Registering apprentices and authorising payments to their training providers

For more details go to ‘a guide to apprenticeships for the school workforce.’
6. Apprenticeship Skills Development Programmes

The minimum duration of an apprenticeship is 12 months, in practice it is likely that a one year apprenticeship will take 4 school terms to achieve due to school holidays.

The minimum duration of each apprenticeship is based on the apprentice working 30 hours a week or more, including any off-the-job training that they undertake. Part time working patterns (less than 30 hours per week) mean that the minimum duration of the apprenticeship must be extended and agreed by the apprentice, you (the school) and the training provider. The training provider must record the agreed average number of hours each week, evidence why this working pattern is needed and extend the minimum duration.

Apprentices must be given time off for off-the-job training: e.g. mentoring, coaching or completing formal training. Off the job training equates to 20% of apprentices contracted hours of employment, excluding statutory annual leave entitlement, over the lifetime of the apprenticeship.

The funds in the Digital Account must only be used to pay for training and assessment, including end-point assessment, to attain an apprenticeship that is eligible for funding up to the limit of the funding band. This can include:

- Off-the-job training through an externally-contracted provider or evidenced costs for employer-provider delivery. This could include some or all of the training aspects of a licence to practise or non-mandatory qualification. In both cases there must be a clear overlap between this training and the knowledge, skills and behaviours needed for the apprenticeship standard.
- Registration and examination (including certification) costs associated with mandatory qualifications excluding any licence to practise.
- Planned on-programme assessment (progress reviews) and the formal endpoint assessment costs (only as agreed between the employer and the apprentice assessment organisation) including any costs associated with the completion certification for the apprenticeship.
- Distance, online or blended learning relating to the off-the-job training element of an apprenticeship.
- Materials (non-capital items) used in the delivery of the apprenticeship framework or standard. By materials (non-capital items) we mean the equipment
or supplies necessary to enable a particular learning activity to happen. These items would not normally have a lifespan beyond the individual apprenticeship being funded.

- Any administration directly linked to the training and assessment, including endpoint assessment. This includes costs relating to the development of teaching materials, lesson planning, the processing of the ILR and quality assurance.
- Funding to re-take mandatory qualifications or the end-point assessment, providing additional learning takes place.
- Accommodation costs for learning delivered through residential modules where the residential learning is a requirement for all apprentices. Any costs for residential modules must represent value for money.
- Costs of an apprentice taking part in a skills competition if the employer and provider have agreed that participation in the competition directly contributes to helping that individual achieve the apprenticeship standard.

7. Apprenticeship Funding Rules

All payments authorised from the DAS account should be compliant with the Apprenticeship Funding and Performance Management rules.

The checklist below is intended as a guide to the key elements of the funding rules.

1. The apprentice must be in a genuine job which is appropriate for the apprenticeship.
2. The job that the apprentice will be contracted to do must meet the following requirements:
   - The duration of the contract must be long enough for the apprentice to complete the apprenticeship successfully
   - The job must be either –
     - A new job which requires new knowledge and skills or
     - An existing job role where the individual needs significant new knowledge and skills to be occupationally competent
   - The apprentice’s salary must be met by your school and is not necessarily the minimum wage
   - The apprentice must have appropriate support from within the school to carry out their job role.
The apprentice will be supported to access off-the-job training: Off-the-job training is a statutory requirement for an English apprenticeship and is learning that is undertaken outside of the normal working environment that leads towards the achievement of an apprenticeship. This can include training that is delivered at the apprentice’s normal place of work but must not be delivered as part of their normal working duties. The off-the-job training must be directly relevant to the apprenticeship framework or standard and could include the following:

- The teaching of theory (for example, lectures, role playing, simulation exercises, online learning)
- Practical training; shadowing, mentoring
- Learning support and time spent writing assessments/assignments

Off-the-job training does not include:
- English and maths (up to level 2) which is funded separately and may require additional time away from work
- Progress reviews or on-programme assessment required for an apprenticeship framework or standard
- Training which takes place outside the apprentice’s paid working hours
8. Funding Arrangements and Bands

New funding rules came into effect on 1st May 2017: these bands create an upper limit which caps the maximum amount of Levy funds that can be used to pay for apprenticeship training and end-point assessment.

Levy Funds can only be used to pay for training and end-point assessment, NOT wider costs such as salaries, travel and subsistence costs, work placement programmes or the costs of setting up an apprenticeship programme.

There are 30 funding bands, some of which areas follows: check on schools guide for examples

<table>
<thead>
<tr>
<th>Funding Band</th>
<th>Band Limit</th>
<th>Examples of some Apprenticeship Standards and Frameworks available. To search for other apprenticeships visit <a href="https://findapprenticeshiptraining.sfa.bis.gov.uk/">https://findapprenticeshiptraining.sfa.bis.gov.uk/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>£2,000</td>
<td>Children and Young People’s Workforce Level 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Food Production &amp; Cooking Level 2</td>
</tr>
<tr>
<td>3</td>
<td>£2,500</td>
<td>Early Years Educator Level 3</td>
</tr>
<tr>
<td>4</td>
<td>£3,000</td>
<td>Supporting Teaching &amp; Learning in Physical Education &amp; Schools Sports Level 3</td>
</tr>
<tr>
<td>5</td>
<td>£3,500</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>£4,000</td>
<td>Customer Service Practitioner Level 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Facilities Management Supervisor Level 3</td>
</tr>
<tr>
<td>8</td>
<td>£5,000</td>
<td>Business Administrator Level 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Senior Chef Production Cooking Level 3</td>
</tr>
<tr>
<td>9</td>
<td>£6,000</td>
<td>School Business Professional Level 4</td>
</tr>
<tr>
<td></td>
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<td>Community Activator Coach Level 2</td>
</tr>
<tr>
<td>12</td>
<td>£9,000</td>
<td>Teacher Level 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Property Maintenance Operative Level 2</td>
</tr>
<tr>
<td>15</td>
<td>£12,000</td>
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<td>18</td>
<td>£15,000</td>
<td>Data Analyst Level 4</td>
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<td></td>
<td></td>
<td>Infrastructure Technician (IT) Level 3</td>
</tr>
<tr>
<td>21</td>
<td>£18,000</td>
<td>Senior Leaders Masters Degree Level 7</td>
</tr>
<tr>
<td>24</td>
<td>£21,000</td>
<td>Laboratory Technician Level 3</td>
</tr>
<tr>
<td>27</td>
<td>£24,000</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>£27,000</td>
<td>Chartered Manager Degree Level 6</td>
</tr>
</tbody>
</table>
Prices for the cost of apprenticeship training and end point assessment need to be negotiated and agreed with a training provider. 20% of the funding band is set aside for the cost of the end-point assessment if required. This does not mean that end-point assessment must cost 20%; the cost that individual employers will pay for assessment varies between standards.

However, if the price agreed for either the training provision or the end point assessment is higher than the funding band limit then the school will need to find the funds to pay the additional cost.

9. Teacher Apprenticeship

The postgraduate teaching apprenticeship is a school-led initial teacher training (ITT) route that combines paid work with on and off-the-job training, qualifications, and progression. It allows candidates to train to become qualified teachers. Further information on the Teacher Apprenticeship can be found at:

https://www.gov.uk/guidance/postgraduate-teaching-apprenticeships-guidance-for-providers

Local Guidance can be found here.

10. Government Incentives

The school and your training provider will each receive an additional £1,000 incentive payment towards the additional costs associated with training if at the start of the apprenticeship the apprentice is:

- Aged between 16 and 18 years old (or 15 years of age if the apprentice’s 16th birthday is between the last Friday of June and 31st August)
- Aged between 19 and 24 years of age and has either an education, health and care plan provided by the local authority or is in the care of the local authority.

To be eligible for these payments you must have evidence in respect of each apprentice before the apprenticeship starts:

Incentive payments will be paid to the training provider as follows:

- 90 days after the apprenticeship starts, 50% will be paid
- 365 days after the apprenticeship starts, the remaining 50% will be paid.
The training provider must pass the payments onto the school in full within 30 working days of receiving this funding.

Care Leavers Bursary – Eligible apprentices who have been in the care of the local authority before the age of 18 will receive a one off bursary from the Government of £1,000, this will be passed on to the apprentice from the training provider within 90 days of the start of the apprenticeship.

The Government will fund apprentices, who do not already meet the required standard, to achieve qualifications in English and Maths up to and including Level 2. This payment will be made directly to the training provider by the SFA and won’t be deducted from the levy in the DAS account.

In addition employers of apprentices that are under the age of 25 are not required to pay secondary Class 1 (employer) National Insurance contributions (NICs) on earnings up to the Upper Earnings Limit (UEL), for those employees. Schools whose payroll is managed by an external payroll provider will need to ensure the correct NIC category letter is used.
11. Step by step to guide to setting up an Apprenticeship

The apprenticeship levy can be used to support existing employees as well as providing an opportunity to develop new employees into your school.

Before you recruit for an apprentice consider the following:

**Existing employees**
- Do you have existing vacancies?
- Are there opportunities to develop your existing workforce where you have a skills gap requiring at least 12 months of learning?
- Are you looking to promote someone in your school and would this role map easily to an apprenticeship, allowing for longer term development into the role?
- Is there an opportunity to replace an agency worker with an apprentice where you can develop the skills required for longer term retention of your employees?
- Who could support an apprentice in a mentoring role?
- What are the succession planning opportunities that having an apprentice would bring?

**New employees**
- Start your thinking from the position of the vacancy being suitable for an apprentice, then consider if you have any business reasons or barriers that limit this, can you overcome these?
- Are you in the process of restructuring or redesigning a role and is there an opportunity to create a new role or redesign existing roles to accommodate an apprentice?

You need to consider where you need to develop the skills of your workforce; where are your most significant critical workforce gaps and whether an apprentice can help you to address your workforce needs.
You should also consider who in your current workforce has the necessary skills and expertise to support the apprentice to embed their new skills and knowledge through on the job support.

Details of the different types of apprenticeships that are available can be found at:

https://findapprenticeshiptraining.sfa.bis.gov.uk/

Schools employ staff in a wide range of roles that can align with apprenticeships. Remember that apprenticeships are for existing employees as well as new recruits, so they are both a way of accessing new talent, and retraining or upskilling your current staff.

When considering how to use apprenticeships in your school, you might want to think about the following:

- What skills do our employees need now and in the future and can apprenticeships help with this?
- How do the roles in our school fit with the currently available apprenticeships?

Check your DAS account to check that there are sufficient funds available.

You will need to ensure that you have sufficient funds available before being able to commit to employing an apprentice. If your school hasn’t contributed sufficient levy to cover the full cost of the apprenticeship training within the specific funding band you could apply for co-investment. This means that if there is insufficient funding for a given month the school pays for 10% of the outstanding money and the government pays for 90%. There are a number of rules around this that you must check before you commit to the apprenticeship.
If you have insufficient funds available, there may be opportunities to share the cost of an apprentice with another school or to share an apprentice, please do speak to other schools to find out how you can share the costs between schools.

To identify an approved Training Provider in your area you can go to the apprenticeship provider list. Search for the apprenticeship you want to recruit to and then search for providers.


Identify a role with a current job description, or ensure that one is written, an apprenticeship standard could be used to help with this.

Ensure that the job description is up to date and contains accurate information about the role and the skills, knowledge and qualifications required. You will need to link the person specification to the apprenticeship standard, and include eligibility criteria such as the right to work in the UK.

Make sure that the role is advertised as an apprenticeship role so that those potential applicants applying understand that the role is for an apprenticeship.

Please note, you cannot offer an apprenticeship to anyone who already has an existing level of qualification higher than the apprenticeship itself in the same field or occupation. Where candidates have existing qualifications, or a level of qualification lower than the apprenticeship, then the candidate can be considered for the apprenticeship, providing the candidate demonstrates they will require substantive new
skills and knowledge to undertake the new role. You will be required to show this in an evidence pack and you may be asked to provide this evidence to the Skills Funding Agency.

Please ensure that the apprentice has the right to work in the UK and you conduct the necessary pre-employment checks.

Your apprentice should:
- be 16 years old or older; they can be a new or current employee
- work enough paid hours each week to undertake sufficient training to achieve their apprenticeship

The minimum duration of each apprenticeship is based on an apprentice working 30 paid hours a week or more, therefore if an apprentice is employed for less than 30 hours a week, the length of the apprenticeship will need to be extended. This includes any off-the-job training they do.

You must:
- give your apprentice a contract of employment which is at least long enough to allow them to complete their apprenticeship successfully
- pay the cost of your apprentice’s wages; you should pay them at least the national minimum wage consistent with the law for the time they are in work and in off-the-job training
- give your apprentice a job role (or roles) that enables them to gain the knowledge, skills and behaviours they need to achieve their apprenticeship
- allow your apprentice to combine learning in the workplace with formal off-the-job training which usually takes place outside the normal working environment

For some apprenticeships your apprentice may need to combine work with study for a work-based qualification from GCSE (or equivalent) up to degree level.

You can advertise the role through your training provider, through the gov.uk website at https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch or via another route of your choice.
NB: if you wish to advertise in parallel for the post – for example, you would consider employing either a fully qualified teacher or an apprentice teacher – you must make sure that the job descriptions and salary are clearly defined according to each type of post.

Please ensure that:

• your apprentice has completed all of their pre-employment checks including eligibility to work in the UK, DBS and where applicable references. Please ensure that the offer of employment is conditional upon the receipt of satisfactory recruitment checks.

• your apprentice has completed the induction process with the school and the training provider

• you have regular communication with your apprentice and the training provider – it is required that at least one meeting per term is put in place.

• you consider nominating a mentor for your apprentice as well as their Line Manager to provide support to the apprentice. It is recommended that you appoint a mentor who has the time and the capacity to be able to provide additional support as may be required for the duration of the apprenticeship.

• (if an external training provider is handling the process) you must check that all pre-employment checks have been sufficiently conducted.

Ensure that all final prices for delivery of apprenticeships are agreed with the training provider and reflect any adjustments to the overall price to take account of any prior learning the apprentice has undertaken. Where the final price agreed is above the funding band for the apprenticeship, your school(s) will need to ensure they have budget to fund the additional payments to the training provider.

Before an apprenticeship can start, the following documents must be completed. In section 12 below there are some template forms you may wish to use. Regardless of the
provider you commission, you will need to complete these documents:
Apprentice Eligibility Form – signed by the school and applicant
Commitment Statement – signed by the Training Provider, School and Apprentice
Apprenticeship Agreement – signed by the School and Apprentice
Terms & Conditions – contract between the Training Provider and signed by the school.

<table>
<thead>
<tr>
<th><strong>Apprentice Eligibility Form (Forms 2 &amp; 3)</strong></th>
<th>To be completed for all employees seeking apprenticeship training via the apprenticeship levy.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract with Training Provider</strong></td>
<td>A contract of service between the Employer and the Training Provider must be in place before the apprenticeship commences.</td>
</tr>
<tr>
<td><strong>Commitment Statement (Form 5)</strong></td>
<td>The commitment statement must be in place before the apprenticeship commences. There is a template commitment statement provided in the document pack below, this needs to be completed by the Apprentice, their line manager and the training provider. Once the Commitment Statement is signed by all parties, please send it to the provider.</td>
</tr>
<tr>
<td><strong>Apprenticeship Agreement (Form 7 or 8)</strong></td>
<td>An apprenticeship agreement must be signed at the start of the apprenticeship. It is used to confirm individual employment arrangements between the apprentice and the employer. A template is included in the document pack below. Please note that the Apprenticeship Agreement forms part of the employment contract: your apprentice employees are subject to the same rights and responsibilities as your other employees and are entitled to the same benefits. However if an apprentice is made redundant, special conditions apply to support the apprentice continue with the apprenticeship.</td>
</tr>
</tbody>
</table>
Schools should ensure that the Apprenticeship programme is reviewed at the relevant milestone points of the apprenticeship. Schools should review the success of the programme at regular intervals with the recruiting Manager, the training provider/End Point Assessor and the Apprentice themselves to ensure the following:

- The apprentice is progressing in accordance with the requirements of the programme
- The apprenticeship programme is delivering the quality required to support the strategic goals of the school
- The training provider is delivering value for money.

Should a school have any concerns about the Training Provider or an Apprentice, or if the apprentice’s circumstances have changed e.g. change in working hours, maternity leave, sickness absence or employment ending, please complete Form B – Report a Concern and discuss it with your provider.

If an apprentice decides to withdraw from the apprenticeship, either due to leaving the organisation or for personal reasons, please complete Form 9 – ‘Apprentice Withdrawal’ and send to your DAS administrator so that the apprenticeship can be closed down on the DAS and payments to the training provider are stopped.

12. Apprenticeship Document Pack

<table>
<thead>
<tr>
<th>Form 2. Apprentice Eligibility Form (Employer)</th>
<th>Form 3. Apprentice Eligibility Form (Employee)</th>
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</thead>
<tbody>
<tr>
<td><img src="image" alt="Form 2" /></td>
<td><img src="image" alt="Form 3" /></td>
</tr>
<tr>
<td>Form 5. Commitment Statement</td>
<td>Form 7. Apprenticeship Agreement (Framework)</td>
</tr>
<tr>
<td><img src="image" alt="Form 5" /></td>
<td><img src="image" alt="Form 7" /></td>
</tr>
<tr>
<td>Form 8. Apprenticeship Agreement (Standard)</td>
<td>Form 9. Apprentice Withdrawal Form</td>
</tr>
<tr>
<td><img src="image" alt="Form 8" /></td>
<td><img src="image" alt="Form 9" /></td>
</tr>
</tbody>
</table>
## 13. Contacts and Useful Links

**Manage Apprenticeships Service Helpdesk** for no obligation support for the apprenticeship recruitment process  
T: 08000 150 600  
E: helpdesk@manage-apprenticeships.service.gov.uk

**Amazing Apprenticeships** – Provides information for schools on how they can support their pupils to consider apprenticeships  
W: [https://resources.amazingapprenticeships.com/live-broadcasts/](https://resources.amazingapprenticeships.com/live-broadcasts/)

**Apprenticeship Reforms: Guide for Schools** - Information about apprenticeships, and how the apprenticeship levy and public sector apprenticeship target applies to schools in England  

**Apprenticeships: Resources for Teachers and Advisers** - Resources to help teachers and careers advisers offer information, advice and guidance to young people, about apprenticeships  
14. Apprenticeship Step by Step diagram (links to section 11 and 12)

Step 1: Identify a Resource gap
Step 2: Identify the apprenticeship
Step 3: Check Funding
Step 4: Identify a Training Provider
Step 5: Recruit / select an Apprentice
Step 6: Agree final price
Step 7: Complete apprenticeship documentation
Step 8: Review and evaluate progress

Form B: Report a concern

Contract with Training Provider
Form 2 & 3: Eligibility Forms (Manager and Employee)
Form 5: Commitment Statement (Apprentice, Manager and Training Provider)
Form 7 or 8: Apprenticeship Agreement (Apprentice and Manager)