

## Key facts on Apprenticeships – FAQs June 2017

<p><b>What is an apprenticeship?</b></p>	<p>An apprenticeship is a <b>job with training</b>.</p> <p>It is a 3-party relationship between the employer / line manager, the apprentice (member of staff who benefit from apprenticeship training) and the training provider (for off-the-job training specific to the job).</p>
<p><b>Who is it for?</b></p>	<p>Apprenticeships are available to anyone over the age of 16 living in England. They can be undertaken to build the talent pipeline by:</p> <ul style="list-style-type: none"> <li>• <b>Hiring new recruits:</b> to fill skills gaps</li> <li>• <b>Training existing staff:</b> who need to develop new skills due to changes in job roles or job requirements, provided the school has identified a service need.</li> </ul>
<p><b>How long does it last?</b></p>	<p>The minimum length is 12 months, but can last up to 4 years depending on the level of qualification. If working part time (min 16 hours per week) or term time only, the length of the apprenticeship training is increased proportionately.</p>
<p><b>So, what is the apprenticeship levy?</b></p>	<p>The Government has imposed a levy on all employers operating in the UK, with a pay bill over £3 million each year, to invest in apprenticeships. This levy is 0.5% of the organisation's monthly pay bill and HMRC will collect this on a monthly basis. The Government will then provide a 10% top up to spend on apprenticeship training and assessment only.</p> <p>The funding will sit in a Digital Online Account provided by the Skills Funding Agency, which will be managed by employers, through the Digital Apprenticeship Service (DAS). The funding can only be spent on an approved apprenticeship programme with an approved provider. For more information visit the Gov website, <a href="#">click here</a>.</p>
<p><b>Why is this levy being introduced?</b></p>	<p>The government is committed to boosting productivity by investing in people. As part of this, the government is committed to developing vocational skills, and to increasing the quantity and quality of apprenticeships. It has committed to an additional 3 million apprenticeship starts in England by 2020. The levy will help to deliver new apprenticeships and it will support quality training by putting employers at the centre of the system. Employers who are committed to training will be able to get back more than they put in by training sufficient numbers of apprentices.</p>
<p><b>When will this be introduced?</b></p>	<p>Levy deductions by HMRC will start on 6<sup>th</sup> April 2017. This will be deducted from the payroll as a whole and not from individual pay.</p>
<p><b>When can we start drawing down the levy?</b></p>	<p>HMRC has begun depositing the monthly levy deductions into the HLTY Digital Apprenticeship Service account and is available to pay for statutory approved apprenticeship training from 1 May 2017.</p>
<p><b>Training providers</b></p>	<p>An approved providers list was published by the Skills Funding Agency in March 2017. All schools must use approved providers. To search for an approved training programme, please copy this URL link <a href="#">click here</a>.</p>
<p><b>What can we use the apprenticeship levy fund for?</b></p>	<p>The levy can only be spent on those staff undertaking a statutory approved apprentice programme (a standard or framework) and delivered and assessed by an approved training and assessment provider.</p> <p>This includes training for new staff and existing staff. However you can only use the</p>

	<p>funding for developing existing staff where <u>significant</u> new skills &amp; knowledge is required for their job role. For example, you may have someone who has a degree in one area, but the job they are doing is considerably different and they require a new set of knowledge and skills. In this instance, you could use the levy to fund either a lower or same level apprenticeship qualification in the new occupational area. However, you can't use the levy just to gain a qualification, staff must complete a full apprenticeship.</p>
<p><b>What can I not use the levy for?</b></p>	<p>The regulations stipulate that you <b>cannot</b> use the apprentice levy to fund qualifications or training which is not a statutory approved apprenticeship standard or framework. In addition the funding <b>cannot</b> be used to fund:</p> <ul style="list-style-type: none"> <li>• Apprentice salary and on costs</li> <li>• Travel and subsistence costs</li> <li>• Managerial costs</li> <li>• Traineeships</li> <li>• Work placement programmes</li> <li>• Covering the costs of setting up your apprenticeship programme</li> </ul>
<p><b>What is an apprenticeship framework or standard?</b></p>	<p>There are currently two different types of apprenticeship training:</p> <ul style="list-style-type: none"> <li>• <b>New Apprenticeship Standards</b> - each standard covers a specific job role and sets out the core skills, knowledge and behaviours an apprentice will need to be fully competent in their job role and meet the needs of employers.</li> <li>• <b>Current Apprenticeship Frameworks</b> – a series of work-related vocational and professional qualifications, with workplace and classroom based training. By 2020, frameworks will have been replaced by employer-led standards.</li> </ul>
<p><b>How will I know which standard or framework will best meet our workforce needs?</b></p>	<p>To view the list of current frameworks. <a href="#">Click here</a>  To view the list of new standards. <a href="#">Click here</a>  Or search for a job role on: <a href="https://findapprenticeshiptraining.sfa.bis.gov.uk/">https://findapprenticeshiptraining.sfa.bis.gov.uk/</a>  See <b>Appendix 1</b> for a list of programmes most relevant to schools</p>
<p><b>Need more information?</b></p>	<p>Please also read the <a href="#">apprenticeship reforms documentation</a>:</p> <ul style="list-style-type: none"> <li>• See <b>Appendix 2</b> for a couple of local school case studies</li> </ul>
<p><b>Who can I talk to at HLTy support and guidance?</b></p>	<p>Email <a href="mailto:Apprenticeships@Hopelearningtrust.org">Apprenticeships@Hopelearningtrust.org</a></p>

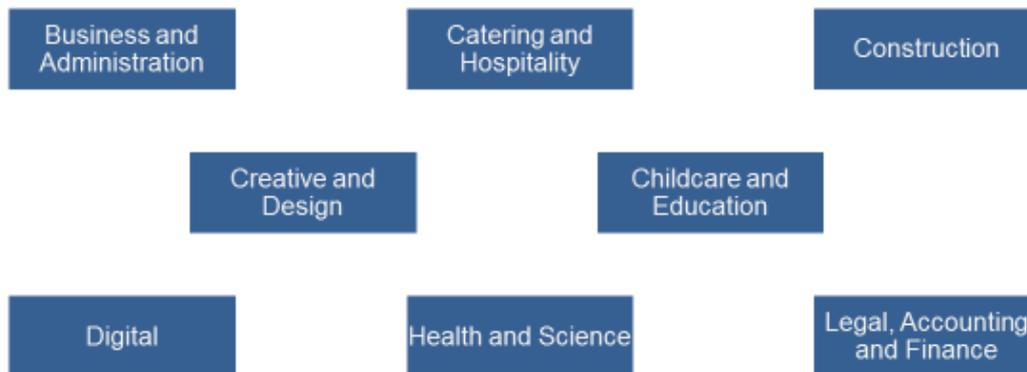
## Appendix 1 – Apprenticeships for Schools

### Apprenticeships for schools

Other roles

Schools employ staff in a wide range of functions, many of which may be suitable for using apprenticeships to support training and development.

The Government's Technical Education Reforms structure apprenticeships into 15 routes, grouped by occupations with similar knowledge, skills and behaviour requirements. In particular, apprenticeships for occupations in schools will fall into the routes below:



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### Apprenticeships for Schools For new recruits & upskilling existing staff

Occupation	Apprenticeship standard	Apprenticeship framework (already in use)	Job role
Business and Administration	School Business Director – in development	Business and Professional Administration	School Business Director
	Chartered Manager – approved for delivery	Leadership and Management	<ul style="list-style-type: none"> <li>• Finance Director</li> <li>• School Business Manager</li> <li>• Learning Manager</li> <li>• Office Manager</li> </ul>
	Business Administrator – standard approved; assessment plan in development	Business Administration – administration	<ul style="list-style-type: none"> <li>• Administrator / Clerk</li> <li>• Personal Assistant</li> <li>• School Secretary</li> </ul>
	Business Analyst – in development	-	<ul style="list-style-type: none"> <li>• Data Manager</li> <li>• Data Analyst</li> </ul>
	Customer Service Practitioner – approved for delivery	Customer Service	<ul style="list-style-type: none"> <li>• Receptionist</li> </ul>



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## Apprenticeships for Schools For new recruits & upskilling existing staff

Occupation	Apprenticeship standard	Apprenticeship framework (already in use)	Job role
Catering and hospitality	Cleaning and Support Services Operative - in development	-	Cleaner
	Senior Chef Production Cooking - approved	-	Cook
Construction	Facilities Management Supervisor - approved	Facilities Services	Caretaker
	Head of Facilities Management - in development	Facilities Management	Premises Manager
Digital	IT Support - in development	IT, Software, Web and Telecoms Professional	ICT Technician
	Digital and Technology Solutions Professional - approved	IT, Software, Web and Telecoms Professional	ICT Network Manager



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## Legal, Accounting & Finance; Health & Science

Occupation	Apprenticeship standard	Apprenticeship framework (all ready for use)	Job role
Legal, Accounting and Finance	Assistant Accountant - approved	Accounting	Finance Officer
	Small Business Financial Administrator - in development	Accounting	Finance Officer
	Payroll Administrator - approved	Accounting	Finance Officer
Health and Science	Laboratory Technician - approved	Laboratory and Science Technicians – Education Science	Science Technician
	Nurse - in development	-	Nurse



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## Childcare and Education

Occupation	Apprenticeship standard	Apprenticeship framework (already in use)	Job role
Childcare and Education	Assistant Early Years Practitioner - in development	-	Nursery Officer / Assistant
	Senior Early Years Practitioner - in development	Early Years Educator	
Teaching & Learning	Teaching Assistant - in development	Supporting Teaching and Learning in Schools	Teaching Assistant
	-	Supporting Teaching and Learning in Physical Education and School Sport	School Sports Instructor
	Teacher - in development	-	Teacher

To find the latest information about apprenticeship standards not yet full ready for delivery,  
email: [apprenticeship.trailblazers@bis.qsi.gov.uk](mailto:apprenticeship.trailblazers@bis.qsi.gov.uk)



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## Appendix 2 – Apprentices in York Schools

### What are other schools doing in York?

#### Carr Junior School

Type of Apprentice: Business Administration (Intermediate Level) – new recruit

Carr Junior School required another member of their admin team, and thought it would be beneficial to hire an apprentice to fill that position. They contacted York Learning, who came out to the school to talk through the process from initial enquiry – to support with recruitment and beyond.

Beth was hired as the Business Administration Apprentice for the school. She supports the teaching staff with huge amounts of admin work enabling them to focus on their core duties of teaching and learning.

"She is intuitive and often anticipates what is required by team members before they have to ask – this year she has been the glue that has held the office team together!"

Beth has organised a number of filing systems, mastered the school admin system as well as the process of ordering resources which is saving the school money, which is vital in the current financial climate.

Beth is committed to her future learning and personal development and has used her first aid skills well, treating children carefully and showing great empathy when they are upset or hurt.

She communicates well with parents and uses her design skills to produce commercially printed materials. She comes into school early each morning so that she can meet with the office staff before it gets busy as she realises this increases effectiveness and productivity.

Senior staff say: "Beth has been an excellent addition to our team; we would not change anything - we all need a Beth to assist us! She took on a huge piece of admin work to support the teaching staff, as part of the new assessment package we had purchased a record keeping system, however it didn't do quite what the staff wanted it to so Beth spent days rewriting formulas for each of the 300 students so that the program would do just as the staff wished.

There was no one else in school who could have completed the work with this level of technical complexity.

We are so delighted with Beth's success, we have offered her a second year – her future is bright and we are very proud of our apprentice and her achievements."



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### What are other schools doing in York?

#### Robert Wilkinson Primary (Ebor Academy Trust) – new recruits

Type of Apprentice: School Sports Instructor

In an era where staffing and financing is extremely challenging in education, the apprenticeship scheme has offered us an opportunity to work with young, dynamic and keen professionals who have had an impact beyond our initial expectations.

The added capacity they have brought to our organisation, in terms of the opportunities we have been able to offer our pupils, has been immeasurable. From the onset of the apprenticeship, Mr. Dyson showed a desire to become fully involved in the life of the school. With over 600 children and over 100 staff, he quickly developed outstanding working relationships with all.

Initially supporting in PE lessons and after school sports sessions, this led into team teaching. The quality of his teaching soon led to him leading PE sessions with all year groups. He accompanied many successful sports teams and individuals representing the school, including coaching the cricket team to the York Schools' Final and the tri-golf team to be crowned champions at the Yorkshire County Finals.

His impact has not been limited to PE. Mr Dyson also engaged in pre-school Year 6 Maths boosters, where he supported low attaining children in the lead up to their SATs, all of whom attained the level 4. He also spent a week on the Year 6 residential visit, where he maintained excellent relationships with all staff and children in what was a challenging week. His ability to engage with children and offer pastoral care and support has been appreciated by many staff and has also been put to the test as his role has extended to working in our Breakfast Club.

He also began to support in a Year 3 class as a teaching assistant, supporting the class teacher in meeting the needs of groups and individuals.

We would wholly recommend that any school looks at employing an apprentice. This should only be done, however, where schools have given sufficient thought to how the apprentice will be best used, best supported, best listened to and offered a comprehensive and rewarding package.

Mr Dyson is now employed in the PE Dpt at Fulford Secondary School.



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