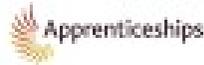


Apprenticeship Levy and Schools





WHAT IS THE APPRENTICESHIP LEVY?



- Introduced on 6th April 2017
- An employer, with an annual pay bill of more than £3 million will be charged 0.5% of the element of their pay bill that exceeds £3m.
- Local Authority (LA) Maintained and voluntary controlled schools are required to pay the levy as the council is the employer. Each school will have their contribution of 0.5% of the total pay bill allocated against their budget on a monthly basis.
- All other schools will only be required to pay the levy where they have an annual pay bill of more than £3 million or where they are part of a multi-academy trust that has such a pay bill.



**The Levy can be used
towards training and
assessments for apprentices**



**It cannot be used to pay the
apprentice**



Apprenticeships for New Staff

DACES support the recruitment of new apprentices for schools by:

- assisting in creating the advertisement for your vacancy
- placing the vacancy on the Find an Apprenticeship website
- screening the applicants
- assessing the screened applicants in English, maths and ICT skills and pre interviewing the candidates
- packaging up and sending all the information to your school for final shortlisting



Apprenticeships for Existing Staff

- This opportunity will allow the apprentice to gain wider employment experience and can represent an upskilling opportunity.
- The apprentice will benefit from developing **significant new knowledge and skills**
- 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 within their working time
- The apprenticeship is matched with one of the existing approved frameworks or new standards.
- The minimum duration of each apprenticeship is based on the apprentice **working 30 hours a week** or more for at least 12 months



learn^{new}
skills

Process:

- **Discussion/Appraisal**
- **Identify needs**
- **Identify apprenticeship with the support of DACES**
- **Complete template/business case**
- **Submit for HR approval**
- **Recruit/enrol once approved**



Which apprenticeship is right for my school?

L7
Senior Leader

L4 School
Business
Professional

L3
Team
Leader

Get into Learning... Apprenticeships

Business Administration Apprenticeship

Apprenticeships are available to businesses of all sizes, from retail to large multi-national companies, and all industry sectors. Our regional apprenticeship teams will work with you to find your new Business Administration apprentice or help you to develop your existing employees. With substantial industry experience our highly qualified team will guide you through every stage of the apprenticeship. We make the apprenticeship journey easier by doing the hard work for you for FREE.

We can:

- Assess your business needs
- Identify your vacancies
- Screen CVs
- Interview candidates
- Complete initial assessments and pre-employment conditions
- Support you in choosing any location
- Assess performance using our portfolio
- Provide regular employer and apprentice progress reviews
- Coordinate expenses

We also offer the personal development and enrichment courses to enhance apprentice's skills and qualities needed for success in learning, life and work, such as:

Personal Learning and Thinking Skills	Health & Safety
Team Skills	Managing Personal Finance
Team Building, Team Spirit	Internet Safety
Equality & Diversity	Employment, Business & Enterprise
Environmental Sustainability	Healthy Living

DERBYSHIRE County Council

Get into Learning... Apprenticeships

Support for Teaching and Learning Apprenticeship

Apprenticeships are available to businesses of all sizes, from retail to large multi-national companies, and all industry sectors. Our regional apprenticeship teams will work with you to find your new Teaching and Learning apprentice or help you to develop your existing employees. With substantial industry experience our highly qualified team will guide you through every stage of the apprenticeship. We make the apprenticeship journey easier by doing the hard work for you for FREE.

We can:

- Assess your business needs
- Identify your vacancies
- Screen CVs
- Interview candidates
- Complete initial assessments and pre-employment conditions
- Support you in choosing any location
- Assess performance using our portfolio
- Provide regular employer and apprentice progress reviews
- Coordinate expenses

We also offer the personal development and enrichment courses to enhance apprentice's skills and qualities needed for success in learning, life and work, such as:

Personal Learning and Thinking Skills	Employee Rights and Responsibilities
Team Skills	Health & Safety
Team Building, Team Spirit	Managing Personal Finance
Equality & Diversity	Internet Safety
Environmental Sustainability	Employment, Business & Enterprise
	Healthy Living

DERBYSHIRE County Council

Get into Learning... Apprenticeships

IT Application Specialist Apprenticeship

Apprenticeships are available to businesses of all sizes, from retail to large multi-national companies, and all industry sectors. Our regional apprenticeship teams will work with you to find your new IT Application Specialist apprentice or help you to develop your existing employees. With substantial industry experience our highly qualified team will guide you through every stage of the apprenticeship. We make the apprenticeship journey easier by doing the hard work for you for FREE.

We can:

- Assess your business needs
- Identify your vacancies
- Screen CVs
- Interview candidates
- Complete initial assessments and pre-employment conditions
- Support you in choosing any location
- Assess performance using our portfolio
- Provide regular employer and apprentice progress reviews
- Coordinate expenses

We also offer the personal development and enrichment courses to enhance apprentice's skills and qualities needed for success in learning, life and work, such as:

Personal Learning and Thinking Skills	Employee Rights and Responsibilities
Team Skills	Health & Safety
Team Building, Team Spirit	Managing Personal Finance
Equality & Diversity	Internet Safety
Environmental Sustainability	Employment, Business & Enterprise
	Healthy Living

DERBYSHIRE County Council

L6
Teacher

L3
Mentor

Contracts – New Staff

- ❖ There are **no age restrictions** on applying for an apprenticeship.
- ❖ The council pays the National Minimum Wage for Age to apprentices.
- ❖ New apprentices are employed on a Fixed Term Contract (FTC) for the duration of their apprenticeship.
- ❖ No obligation for continuation of contract after completion of the apprenticeship.
- ❖ Contracts must be a minimum of 12 months based on 30 hours per week.
- ❖ Protected against redundancies for the duration of their contract.



Contracts – Existing Staff

- ❖ There are **no age restrictions** on applying for an apprenticeship.
- ❖ Stay on the same salary grade and progress up the grade as normal.
- ❖ Continue on their existing contract.
- ❖ No additional protection in relation to redundancies, restructures and other procedures.



Examples:

The length of an apprenticeship depends on the level and hours per week. A level 2 apprenticeship would normally be for 15 -24 months based on 30 hours per week. Due to schools being open approximately 39 weeks of the year, we increase the length of the apprenticeship.

- *Business Admin L2 – 30 hpw - 15 month contract*
- *STLS L3 – 30 hpw - 24 month contract*

If an apprentice is contracted less than 30 hpw the length of the contract would be increased accordingly.

- *Business Admin L2 – 15 hpw - 30 month contract*



A Cluster Approach

- Work collaboratively across the cluster sharing one apprentice
- One school would be the lead school and others would be charged for % of salary



Off the Job

20% off-the-job training must:

- be planned, reviewed and evaluated jointly between the apprentice, employer and assessor/mentor.
- be delivered during contracted working hours
- be delivered through one or more of the following methods:
 - The teaching of theory (for example, lectures, role playing, simulation exercises, online learning, manufacturer training)
 - Practical training; shadowing; mentoring; industry visits and attendance at competitions
 - Learning support and time spent writing assessments/assignments
 - Individual and group teaching
 - E-learning
 - Distance learning
 - Coaching
 - Mentoring
 - Feedback and assessment
 - Collaborative/networked learning with peers
 - Guided study
 - Induction



Off the Job...it's not!

The off-the-job training must be *directly relevant* to the apprenticeship framework or standard. OJT can include a number of activities and **can take place on or off the employer's normal work premises**. To reiterate, **where** the training takes place isn't of consequence, as long as it meets the government's definition of imparting new skills, competencies and behaviours. Examples:

- Paediatric first aid, safeguarding training etc.
- Exploring resources, books and ideas banks
- Lunchtime supervision
- Time spent with SENTA, SENCO
- Attending an ICT class at a centre
- Attending a skill workshop at a centre
- Portfolio work
- Spending time in other classes across the school or even in other schools, to see the variety of practice
- Teacher's PPA time
- Mentoring
- Shadowing staff in different roles
- Staff meetings with training
- Inset days
- CPD



What Can Apprenticeships Do For Us?

- “Our apprentices make a fantastic contribution to school life” -
Sue Beckett Christ Church Primary School



- [DCC apprenticeships](#)

What if Academisation Occurs?

- You cease paying into the DCC apprenticeship levy and if appropriate start paying into the MAT levy. No refunds are made by DCC.
- If the Academy is not a levy payer then the school pays 10% and the Government makes up 90%



Who can I contact for support?



For further advice and guidance,
please contact the

Workplace Learning Team at:

Workplace.learning@derbyshire.gov.uk

