



The White Horse Federation

A Guide to Apprenticeships

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What is an Apprenticeship?

Every apprenticeship will have a standard, which outlines what the apprentice will learn and how their skills and knowledge will be assessed. The standard is a document that has been created by different employers and industry experts. It sets out knowledge, skills and behaviours that they have agreed the apprentice will need to demonstrate to be assessed as 'competent' to perform that role at the appropriate level. It will also set out the qualifications learners will achieve as part of the apprenticeship and will explain how the assessment process will work.

Today, they provide an alternative path to education while ensuring that professions and industries have the skilled workers they need.

In this century, apprenticeships have been embraced as a viable alternative to university, and the modern apprenticeship is accessible, flexible and a boon for both staff and employers.

It's also a paid position, so they earn while they learn. For existing staff there is no change to their wage or contract. If you are considering recruiting an apprentice, then they need to be paid the national minimum wage.

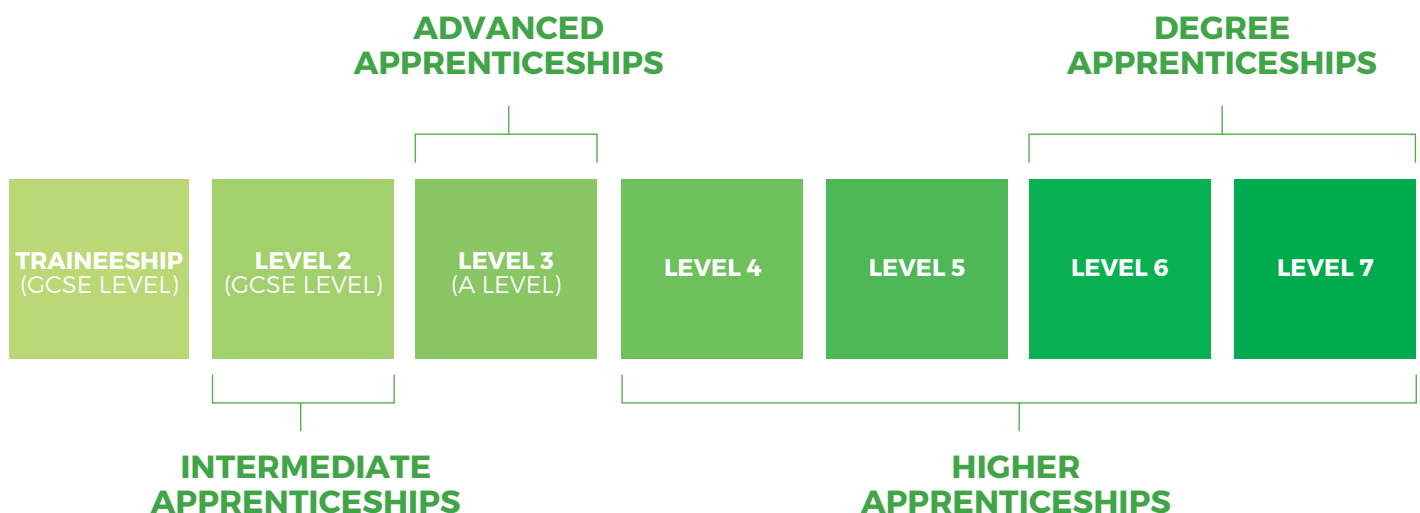
Duration

Apprenticeships must last for at least a year. They can last up to 5 years depending on the level and the needs of the employer/apprentice.

Levels

Apprenticeship programmes are designed to compliment different career pathways, providing training and qualifications from GCSE level right up to degree level.

Staff must be working a minimum of 16+ hours a week to be able to undertake an apprenticeship.



What is the Levy?

The apprenticeship levy is a levy off large employers to fund apprenticeship training that must be delivered by an approved training provider. The levy is paid into a central digital apprenticeship service account and is charged at a rate of 0.5% of an employers pay bill.

The levy is paid into the account on a monthly basis and automatically receives a 10% contribution top up from the government. Funds must be used within 24 months or else they expire. It is important you make best use of the funds for staff training and development so that we do not risk losing them.

We do have account managers who work with us at the TWHF to support our apprenticeship strategy therefore if you would like more information on this please email jcampbell@twhf.org.uk.

What can I spend the Levy on?

The levy can only be spent on apprenticeship training and assessment and cannot be used to offset the cost of an apprenticeship wage, this must be covered by the school.

You can use your levy funds to up-skill existing staff who are in need of some continued professional development. We can work together to identify gaps in your training and support where needed using the levy.

You can discuss your recruitment and up-skilling needs with a training provider but HR are happy to support you with this.





Benefits to your School

Cost-effective recruitment of new talent

Bring in fresh new talent and help fill any skills gaps whilst shaping their learning around the working practices and needs of your school.

Up-skill existing employees

Apprenticeships are for any learner aged 16+ and are offered at Level 2 through to degree-level. This makes them a great way to develop employees throughout your school.

Improved staff retention

Investing in the development of your own staff will result in a motivated and ambitious workforce, helping to improve retention of key skills and experience.

Increased quality and productivity

Employers who have an established apprenticeship programme reported that productivity in their workplace had improved by 76% whilst 75% reported that apprenticeships improved the quality of their product or service.*

The Trust is paying for apprenticeships anyway so you might as well benefit from them!

The Federation is contributing a percentage of our wage bill to the Apprenticeship levy. The way to reclaim it is to get staff doing apprenticeships because it's a case of use it or lose it. After 2 years if the money is not used from when it was paid into the account - it goes.

What does an Apprenticeship involve?

Apprenticeships are made up of either Standards or Frameworks. By 31/7/20 standards will replace all frameworks.

Frameworks are written by awarding bodies and are qualification led with a mixture of competence and theory.

Standards have been written by employers and experts in their industry, they contain a list of the skills, knowledge and behaviours that demonstrate competence in a particular occupation. The apprentice is assessed at the end, to prove that they can carry out all aspects of their job.

Qualification (Optional)

As part of the move from frameworks to standards, a qualification is no longer a mandatory element of an apprenticeship programme. However, where providers feel a suitable qualification aligns with the standard they have included it in the apprenticeship programme. We feel this gives added value to both the employer and learner, providing a sound structure for delivery and ensuring that apprentices achieve high-quality, transferable outcomes.

Functional Skills (Maths, English and ICT at Level 2)

If an apprentice has not already achieved GCSE 9-4 (A*-C), they will be required to take these as part of the programme.

Knowledge, skills and behaviours

These are the knowledge, skills and behaviours that are required for an individual to be fully competent in the particular occupation.

End-Point Assessment (EPA)

Instead of being assessed continually throughout their course, all apprentices now have to complete an end-point assessment to complete their qualification. The EPA is designed to test whether each apprentice has gained the skills, knowledge and behaviours outlined in the standard, and grade each learner according to their performance. When an apprentice is ready to take the EPA, their provider will put them forward for the assessment. Each EPA is different, so the requirements for each assessment are laid out in the apprenticeship standard. Some include interviews, a presentation and some written assessments.

Throughout the apprenticeship learners have been building a portfolio of evidence. This is not assessed but is used to help them with their EPA.

Gateway takes place before an EPA can start. The employer and training provider will review their apprentice's knowledge, skills and behaviours to see if they have met the minimum requirements of the apprenticeship set out in the apprenticeship standard, and are ready to take the assessment.

End-Point Assessment (EPA) (continued)

To meet the minimum requirements set out in the apprenticeship standard an apprentice needs to:

- Display occupational competency.
- Have evidence of or pass functional skill levels in English and Maths.
- Complete mandatory training.
- Take any qualifications set out in the standard.
- Meet the minimum duration for their apprenticeship training.

Only apprentices who complete gateway successfully can start the EPA. EPA is a vital part of an apprenticeship and should be planned for at the start of an apprenticeship programme. The apprenticeship funding rules explain how EPA is funded. Employers are responsible for deciding when their apprentices are ready to pass through gateway and take their EPA.

How is the apprenticeship delivered?

We have a portfolio of tried and Trusted providers. LMP are our main apprenticeship partners but not one provider can deliver them all because there are 100's of different apprenticeships.

Delivery methods will make sure off-the-job training requirements are met and that the learner is fully supported throughout their programme. Apprenticeship delivery may include:

- Online visits with a Tutor.
- Practical on-the-job learning and observations.
- Off-the-job training sessions.
- Skills days and workshops.
- Virtual workshops and webinars.
- Online resources for self-study.
- Rolling apprenticeship starts and cohort delivery.

Gone are the days going to face to face sessions at a local college. Most providers now offer apprenticeships all done virtually online. LMP education for example will create an individual timetable for each apprentice to ensure they meet the off the job time.

Off-the-job training

The ESFA ditches 20% off-the-job requirement as part of 2022/23 apprenticeship funding rule changes.

Published by the Education and Skills Funding Agency, the rules state that from August 1, the minimum volume of off-the-job hours will no longer be linked to total working hours; instead a consistent baseline figure of six hours per week will be introduced, irrespective of the hours worked by the apprentice.

This means that apprentices who work more than 30 hours per week can now spend less than 20% of their week doing off-the-job training.

The 20% off-the-job training rule was introduced following the apprenticeship levy reforms in 2017. Apprentices with term-time only contracts: The off-the-job training requirement for an apprentice with a term-time only contract (e.g. those in the teaching profession) should be no less, as a minimum, than any other apprentice. Off-the-job training is calculated as though the apprentice is working 52 weeks per year (minus statutory leave). Once the calculation is made, the training can be delivered across the weeks specified in the contract (usually 39 contact weeks), if this is what has been agreed between the employer and provider. This will mean delivering more than the equivalent of 6 hours per week during term-time in order to meet the minimum requirement of the off-the-job policy. The training providers will be able to calculate these for each learners and will work with Line Managers to help create plans in a way that will have a positive impact on both the development of the learner and the workplace. **DON'T LET IT BE A BARRIER.**

| ACTIVITY | EXAMPLES OF VALID OFF-THE-JOB TRAINING |
|--|---|
| Classroom sessions / Lectures | Block or day release |
| Workshops and masterclasses | Interactive workshops involving employers |
| Simulation exercises | Business models and gaming |
| Online learning | Online training modules and support materials |
| Shadowing | In work or new departments / locations |
| Coaching | Support from Line Managers / colleagues |
| Industry visits | Within sector or outside of the work roles |
| Writing assessments / assignments workbooks | Short exercises or long project reports |
| Numeracy and literacy training required to perform the job | English and Maths related to the job role |
| Preparing for professional discussion | In support of portfolio work or job related |
| Gathering evidence for portfolio of evidence | Recording learning and training |

Employer's role

- To help apprentices develop their knowledge and skills by providing a wide range of learning and training opportunities.
- Allow apprentices to attend off-the-job training sessions.
- Help apprentices put into practice what they have learnt.
- Support the staff with any application paper work if needed (L and D will do the rest)
Email: hr@twhf.org.uk if you need support.
- Ensuring this opportunity is offered out fairly, whilst balancing operational requirements and ensuring compliance with funding rules.
- Provide the apprentice with a mentor.
- Liaising with and supporting managers when creating or reviewing apprenticeship profiles.
- Attend tripartite reviews every 12 weeks.
- Initiate a meeting with HR if you have any concerns about any aspect of the delivery.

How to Recruit an Apprentice?

The advert will need to be tailored to highlight what an apprenticeship is, and the Apprenticeship booklet will need to be added as an attachment. Please speak to your HR Teams who will be able to support with this.

Once the advert is live, we can also advertise this on the Digital Apprenticeship Portal reaching out to any apprentice's looking for vacancies. Please email: hr@twhf.org.uk who can help with this. By marketing elsewhere and by advertising training alongside a job role, we will be able to attract more talent.

Furthermore, our partnered providers can also assist with any recruitment needs. They will also trawl through applicants and check their eligibility for an apprenticeship IE Math's and English Grade C/4 or Functional Skills level.

Once a successful candidate has been employed and a start date agreed, the HR Lead in Learning and Development will then need to get them through the apprenticeship application process. This is a simple process. The candidates' details will be passed onto the training providers, and they contact them directly. The apprenticeship application is all done online whilst the HR Lead in L and D will support with the applications in terms of providing paperwork and signing contracts .

FAQs

Q: Will the Federation cover the cost of cover whilst the staff member is away from the school?

A: Unfortunately, the apprenticeship levy does not cover the replacement for the time that they will be undertaking any taught lessons. This is a challenge that we need to consider as whilst much of the course will be undertaken remotely or in their own time we do have to think about releasing them from their normal activities for 20% of the time so that they can properly undertake the training and development. Further more their salary also still comes out of the school's budget, however the next question goes through what will benefit you as a line manager / and the school.

Q: What happens if the staff leave whilst doing the apprenticeship?

A: If they leave their job and don't find another employer to take their apprenticeship programme, they may be able to continue with the course, but they may have to pay training costs to do so.

Q: How much will an apprenticeship cost?

A: Each apprenticeship has been placed into one of 30 funding bands ranging from £1,500 to £27,000. These bands determine the maximum amount that can be spent on each apprenticeship. There is still plenty of money within the our Levy Funds.

Q: What happens when staff express an interest in apprenticeships?

A: Direct them to Talent LMS where a module can be found in the course catalog OR there is a whole section within the employee portal:
<https://twhf.rewardgateway.co.uk/>

Q: How often do apprentices attend college or training sessions?

A: This varies from programme to programme. Some of the training can be in the work place and other sessions could be in college or with a learning provider.

Q: Can a graduate start an apprenticeship?

A: Yes, if the apprenticeship is in a different subject to their degree.

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Q: Is there a limit to the number of apprentice's I can take on?

A: No as long as you have the capacity to provide them with support and the roles you can take on as many as you need.

Q: How is the Levy paid?

A: The levy sits within a digital account controlled by HR at Central and are released to the training providers on a monthly basis once training delivery has started.

Q: What age can you take an apprentice on?

A: You can take on anyone over the age of 16 who is not in full time education.



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