



**Policy**

**Apprenticeships**

Author

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Approved by

Performance Management & HR Committee

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May 2022

## 1. Introduction

The Trust is committed to the apprenticeship programme and is committed to identifying appropriate opportunities within the Trust either via the Recruitment and Selection Policy or via Performance Appraisal and CPD processes.

This Policy and Procedure has been prompted by the implementation of the Apprenticeship levy from April 2017. This will be 0.5% of PAYE budget over £3 million per annum. There is also a 10% top up from the Government.

Funds will be paid on a monthly basis into the digital account and paid to a provider again on a monthly basis for training received. Funds will “expire” and be removed from the account after 18 months if not spent.

In addition, the Government has set a target that for public sector organisations, apprenticeships will account for 2.3% of staffing each year. The Trust has to publish progress towards this target each year.

The Trust therefore will manage the apprenticeship programme centrally and work to use the levy positively for the benefit of staff and the Academy needs. The HR department will work with Principals and local SLT to identify appropriate opportunities.

Apprenticeships will form an important part of the Trust’s CPD strategy.

## 2. Apprenticeship eligibility

For eligibility for apprenticeships, the post must be a minimum of 30 hours per week. It must be a meaningful role and the Trust is responsible for salary payments; only the training fees would be paid for from the levy. There must be a relevant apprenticeship standard. The minimum period for the apprenticeship is 12 months but it can be several years depending on the standard.

It is possible for staff who work 25 hours a week or more to access apprenticeships but this is by agreement with the provider and will result in a longer apprenticeship minimum of around 15 months.

Apprenticeships do not have to be entry level posts. Standards available at the moment range from level 2 to degrees (level 6/7) across a range of sectors. Where a new standard is not yet in existence, older standards/frameworks are likely to continue eg teaching assistants. Details on the standards available are at [www.gov.uk](http://www.gov.uk) search for 'apprenticeship standards'.

Apprentices can be new starters to the Trust in relevant roles. They can also be existing staff who are taking on additional/new responsibilities and for whom a qualification would be relevant. It can also be those who have been identified under Performance management, succession planning or talent management as needing a new qualification.

### 3. Trust approach

The central HR Department will manage the apprenticeship strategy and will manage the digital account on behalf of the Trust as a whole. They will identify and engage with the best training provider for the standard. The appropriate provider to be used will depend on the apprenticeship needed. HR will identify appropriate providers and agree with the individual and Academy leadership. There will also be a need to identify the end assessment provider which is separate from the training provider. The Trust can choose to change provider if the service given does not meet expectations. Processes will be as follows

- posts might be identified as regular apprenticeship routes at entry level
- part of the recruitment process will continue to be to identify if a new vacancy would fit an apprenticeship route
- additionally each Academy will be asked on an annual basis to identify existing staff who could benefit from a qualification which could be fulfilled by the apprenticeship framework
- forms (Appendix A) completed by the Academies to notify these will be sent to the central HR team to research if an apprenticeship is possible and costs
- if oversubscribed decisions on priorities will be brokered by HR with Academy Principals. Ultimate decisions if there is still a conflict will be made by the Director of HR and criteria to make that decision will include other expenditure from the fund already committed to that Academy and the type and urgency of the need identified
- if a need comes up urgently in year then contact should be made with the central HR Department to see if there is capacity within the levy to address this

Should the levy be fully utilised, the Trust will still be able to access an apprenticeship but there will be a 10% cost to the individual Academy involved. This will still need to be managed centrally by the HR Department through the digital account.

The Trust would also receive additional grants from the Government

- for taking on a 16-18 year old      £1,000
- 19-24 year old with a care plan      £1,000

#### 4. Identification of apprenticeships

There are several avenues available for the identification of potential apprenticeships:-

- Recruitment and Selection
- Induction and Probation processes
- Performance Appraisal
- Succession Planning
- Talent Management

Identification can be made by managers, senior leaders and HR.

#### 5. Suitable posts

The standards are being updated regularly but at present obvious potential posts are:-

- Administrators
- Technicians including IT
- Teaching Assistants
- HR and Finance
- Team leaders/supervisors (level 5)

The opportunities appear to be mainly within support staff. It is hoped that in future a standard will be developed for a teaching degree or teacher training route at primary or secondary level to boost our strategy for developing our own staff.

Unfortunately the need for posts to be 30 hours per week (with potential for 25 hours) could seriously affect the Trust's ability to identify suitable posts and deliver against the 2.3% target.

#### 6. Review

This Policy and process will be reviewed regularly and every 3 years by the relevant Trust Committee or when a change occurs.

Appendix A

## APPRENTICESHIP REFERRAL FORM

|   |  |           |       |
|---|--|-----------|-------|
| Academy                                 |  |           |       |
| Employee name                           |  | Job title |       |
| Apprenticeship qualification needed     |  |           | Level |
| Preferred start date for apprenticeship |  |           |       |
| Existing member of staff or new         |  |           |       |
| Reason for apprenticeship:              |  |           |       |
|   |  |           |       |

The employee has agreed to undertake this qualification through the apprenticeship route.

Signed by line manager:

Date:

Approved by the Principal

Signed:

Date: