



Policy

Apprenticeships

Author

Rosy Lord, Head of HR

Date of Approval

October 2016

Approved by

Performance Management & HR Committee

Review date

October 2019

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. For the Trust at present this is likely to form a digital account of around £56,000 per annum. There is also a 10% top up from the Government. First payments will be made into the digital account in May 2017.

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 needs to have an agreed approach to managing this proactively. This is best done centrally rather than a piecemeal approach by each Academy.

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.

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 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. There is obviously a strong link to the College of West Anglia and active communication with the apprenticeship team there. However, not all standards can be delivered by the College. 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 HR Manager 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 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: