



Apprenticeships

Apprenticeships - Schools Information Pack

Guidance on apprenticeships and the process



West Berkshire
COUNCIL

What is an Apprenticeship?

- An opportunity to learn whilst you earn - Apprenticeships provide a lifelong learning opportunity for all staff aged 16 to 60+
- New or existing employees
- A fully funded work based learning programme which includes a mix of on the job training and assessment leading to the acquisition of new skills and knowledge
- Available in 1,500 occupations across 170 industries
- Levels 2 – 7 (Intermediate, Advanced, Higher and Degree)

Why recruit an apprentice?

Why Recruit an Apprentice?

- ✓ Cost effective
- ✓ Grow your own
- ✓ Motivate, skilled and qualified workforce
- ✓ Helps develop others management skills
- ✓ Create a positive culture by investing in the workforce
- ✓ Employee NI contribution does not apply to 16 – 25 year olds
- ✓ Uplift payment for 16 to 18 year olds

Available Apprenticeships- relevant to schools

- ✓ Supporting Teaching & Learning
- ✓ Early Years Education
- ✓ Business and Administration
- ✓ Leadership and Management
- ✓ ICT
- ✓ Finance



Business Administrator Apprenticeship

- ❑ Level 3
- ❑ 12-15 Month programme
- ❑ Knowledge Topics
 - The organisation
 - Value of skills
 - Stakeholders
 - Relevant regulations
 - Policies
 - Business Fundamentals
 - Processes and External factors

Business Administrator Apprenticeship- cont'd

- ❑ Skills and Behaviours studied
 - Finding solutions to difficult situations
 - Effective business communication
 - Efficient and effective working practices within a team
 - Personal and professional development
 - Understanding the main principles of business
 - Time management
 - Coaching and Mentoring

Teaching and Learning Apprenticeship

- ❑ Level 3
- ❑ 1 Month programme
- ❑ Knowledge, skills and behaviours studied
 - Knowledge- finance, procurement, HR, managing support services, governance and risk, marketing, infrastructure, ethical standards
 - Skills- financial and operational management, project management, change management, communication and relationship building, strategic management
 - Behaviours- change catalyst, decision maker, skilled negotiator, collaborative, resilient, challenger

School Business Manager

- ❑ Level 4
- ❑ 18 Month programme
- ❑ Knowledge, skills and behaviours studied
 - Knowledge- finance, procurement, HR, managing support services, governance and risk, marketing, infrastructure, ethical standards
 - Skills- financial and operational management, project management, change management, communication and relationship building, strategic management
 - Behaviours- change catalyst, decision maker, skilled negotiator, collaborative, resilient, challenger

Senior Leadership Apprenticeship

- ❑ Level 7
- ❑ 24 Month programme
- ❑ Topics studied
 - Leading People in Education
 - Strategy in Education
 - Strategic Operations of Education Organisations
 - Enterprise in Managing Education
 - Brand and Reputation Management in Education
 - Innovation and Change
 - Research Methods and Change Project

Eligibility Criteria

Apprentices must

- ✓ have a contract of employment (minimum 15 months)
- ✓ work a minimum of 16 hours per week
- ✓ have a requirement to up skill / retrain
- ✓ work towards an approved apprenticeship
- ✓ be allowed 20% off the job training
- ✓ have the right to work in the UK
- ✓ not be enrolled on another gov. funded programme

Eligibility Criteria- cont'd

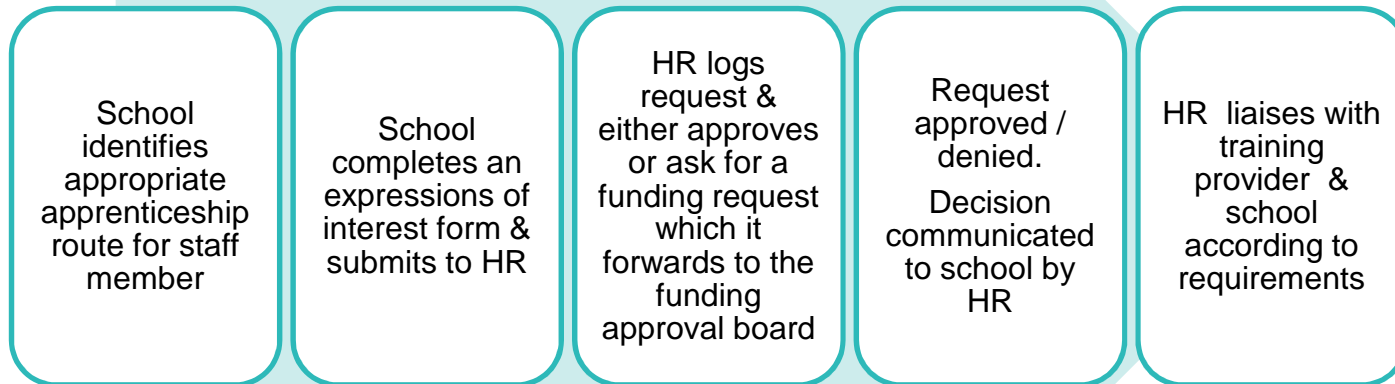
- ✓ Genuine job
- ✓ Eligible for funding
- ✓ Paid at least the relevant national minimum wage
- ✓ Apprenticeship agreement

Note: The Apprenticeship Levy cannot be used to cover apprentices wages, travel costs, PPE and safety equipment

The employer is responsible for ensuring that the apprentice is taking part in learning throughout the apprenticeship, and it is expected that they will remain with us upon completion where an opportunity exists.

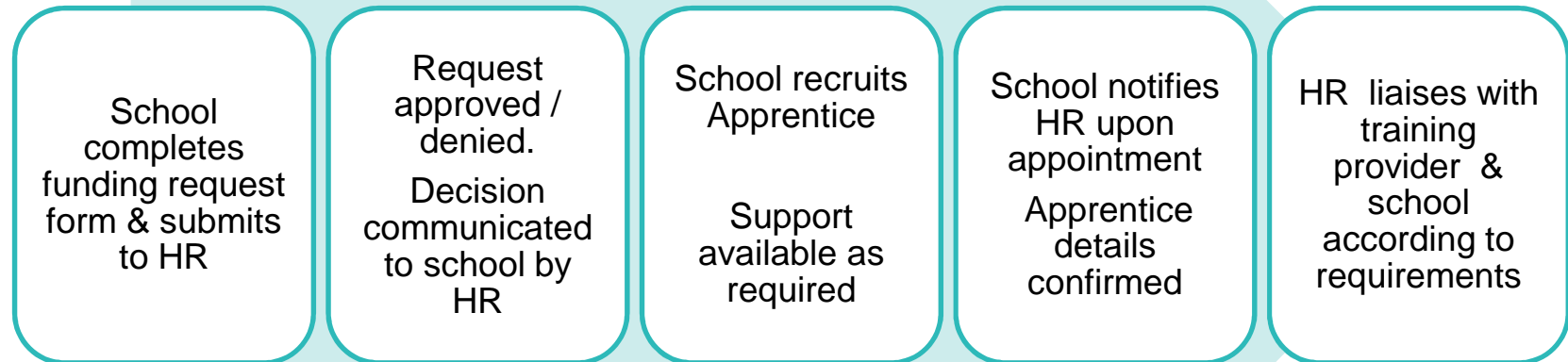
How to Access Levy Funding

Existing Staff



How to Access Levy Funding

New Apprentice



Key things to remember

- ❑ Contact HR at the earliest opportunity to discuss your requirement
- ❑ If new apprentice complete the usual recruitment process including following safer recruitment guidance
- ❑ Complete Expression of interest form and send to HR
- ❑ Complete funding request form if asked to do so
- ❑ Work with HR to appoint a training provider- there are strict procurement rules that must be followed by public sector organisations
- ❑ Ensure apprentice has a contract of employment if they are a new member of staff
- ❑ Sign the commitment statement and apprenticeship agreement provided by the training provider
- ❑ Ensure employee has 20% off the job training
- ❑ Take part in any meetings with employee and trainer
- ❑ Flag any issues to HR at the earliest opportunity

Useful Website Links

Apprenticeship Standards

<https://www.instituteforapprenticeships.org/apprenticeship-standards/>

Off the job training advice

<https://www.gov.uk/government/publications/apprenticeships-off-the-job-training>

Key Contacts

West Berkshire Council HR –

Abigail Witting HR Manager

Faye Parnell- Assistant HR Officer

Advice line for Managers - 01635 503033

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