

## **Apprenticeship Information for Schools – February 2019**

This update is full of useful information for your school, whether you are already engaged with apprenticeships, or yet to be. And as ever if you want any further information or to discuss any of the points in this update, we'd love to hear from you – the Apprenticeship Hub is a friendly and impartial advice and guidance resource for any apprenticeships related help you need.

### **Apprenticeship Funds – use them or lose them!**

As of April 2019, any unspent Apprenticeship Levy funds from two years previous will expire and be deducted from levy accounts for all levy paying employers (large employers with an annual pay roll bill of £3m or more). Funds are paid by large employers into the levy on a monthly basis, always calculated as 0.5% of that month's payroll bill, and have been since April 2017 – with payments for apprenticeship training always paid from funds that went into the levy earliest. Levy paying employers who have been investing in apprenticeship training may well find that no funds expire this April as they have already spent what was paid into their account in the first month/months when the levy began. However, unless you are truly maximising those funds, some of that money will start to sunset sooner or later. Warwickshire County Council is anticipating that it will start to lose some levy funds from around July/August time. All funds that expire go to the government.

Obviously this news isn't great for levy paying employers, but it is actually good news for smaller employers who don't pay into the levy, and instead can invest in apprenticeship training through the government co-investment model where the government pays 90% of the costs, from which the funds come from unspent levy money recouped from large employers. As of April 2019, that percentage of government contribution for co-investment rises to 95%, making most apprenticeship training highly affordable for smaller employers.

Another way large employers can put their levy funds to use is by sharing them, by transferring funds to a smaller employer so that they can invest in apprenticeship training at no cost to them at all. This is a great way of supporting employers in your supply chain or who you have a connection with in some way. Currently you can share up to 10% of your levy with other employers, and as of this April that will rise to 25%. For more information about transferring levy funds, go to <https://www.gov.uk/guidance/transferring-apprenticeship-service-funds>.

A note for WCC maintained schools – you will not be able to transfer levy funds to another employer, but you remain very welcome to make use of the Council's levy for the training of your own apprentices/employees. The policy of no cap on what you can spend from the levy remains for now and is not anticipated to stop any time soon, however with the expiration of funds set to begin in 2019 we will keep an eye on available funds and inform you if the no cap policy needs to be adjusted or ended at any point.

### **Can you spend levy funds on non-apprenticeship training?**

Sorry, but no. Levy funds cannot be spent on anything but apprenticeship training and assessment costs, and the training delivered must be as part of an accredited apprenticeship framework/standard delivered by an apprenticeship training provider. New apprenticeship standards include an end point assessment that the apprentice must pass to

complete their apprenticeship, and 20% of the cost of the apprenticeship is held back for that to be delivered by an End Point Assessment Organisation.

Levy funds cannot be used for apprentice's salary costs, travel costs or costs associated with recruiting and/or managing the apprentice. You will receive a reimbursement of £1,000 however if you enable apprenticeship training for an employee aged 16 – 18, or a 19 – 24 year old who has a Local Authority Education and Healthcare Plan or who is a care leaver. There is also additional government funding available for additional learning support and English and Maths training if the apprentice requires this.

### **Which apprenticeships are available for school employees?**

There are numerous types of apprenticeship already available to use for roles in schools, these include:

- Teaching Assistant
- PE in School Sports
- Early Years Educator
- Business Administration
- Leadership & Management
- IT Support
- Property Maintenance
- Customer Service
- Accounting
- Play worker
- School Business Manager
- Teacher
- Learning Mentor
- HR

You can also search further for all types of apprenticeship training via this handy website:

<https://findapprenticeshiptraining.sfa.bis.gov.uk/>

The examples above cover a range of different education levels, from Level 2 up to Level 7 (master's degree or equivalent). The Teacher apprenticeship is degree level, while the School Business Manager qualification is Level 4 (equivalent to a foundation degree or an HNC). Each type of apprenticeship has a set level and entry requirements that your chosen training provider can inform you of if you don't know those already.

New apprenticeship standards are being created all the time, and the latest of these to be made available for delivery is the Level 3 Learning Mentor apprenticeship:

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

This may be a useful progression qualification for staff such as Teaching Assistants, and is set to be delivered by one of our main training providers for Warwickshire schools, Heart of England Training (HOET), contact them via the website (link below) for more information about this apprenticeship. HOET are also set to offer the School Business Manager apprenticeship in the very near future.

### **Who are the Apprenticeship Training Providers?**

To deliver apprenticeship training, a training provider must be on the Register of Approved Training Providers (RoATP) which is managed by the government. There are many different

types of training providers, including FE Colleges, Universities, private training companies, and some employers can even deliver apprenticeship training for themselves and others.

Warwickshire County Council is contracted with several apprenticeship training providers. Those that are currently delivering apprenticeships for WCC schools are:

Aurelia Training - <http://aureliatraining.com/apprenticeships.html>

Coventry City College - <https://www.coventrycollege.ac.uk/apprenticeships/>

Heart of England Training - <https://www.hoet.co.uk/apprenticeships/>

National Education College - <https://www.nationaleducation.college/>

North Warwickshire & South Leicestershire College - <http://www.nwhc.ac.uk/apprenticeships/>

Primary Goal - <https://primarygoal.ac.uk/>

SCCU - <https://sccu.uk.com/>

Please be aware that WCC maintained schools must only use training providers who are contracted to deliver apprenticeship training for the Council, as it is an ESFA requirement that a contract exists between an employer and a training provider for the delivery of apprenticeships. If you wish to work with a training provider but you are unsure if they are contracted with us, contact the Apprenticeship Hub – if the training provider isn't yet signed up to our contract framework, we can enable them to join it so they can work with you. Likewise, if you'd like advice on which training provider may be best suited to deliver for your school then we can also help you with that too.

### **Celebrate Apprenticeships!**

National Apprenticeships Week is the 4<sup>th</sup> – 8<sup>th</sup> March, and we encourage you to shout about your involvement in apprenticeships as much as possible during that week! Whether that is by promoting that you are an employer of apprentices on social media (using the hash tag "Fire it Up") or by promoting apprenticeships as a fantastic route into employment and the first career step for your students, there's a way you and your school can take part in this week of celebrating apprenticeships. For more information, see here:

<https://www.gov.uk/government/news/new-apprenticeship-campaign-fire-it-up-launches>

<https://www.apprenticeships.gov.uk/>

### **Further help, advice and support**

The Apprenticeship Hub at Warwickshire County Council will be happy to support you and your school with advice and information about apprenticeships and the apprenticeship levy. We can help you to choose a training provider, promote your apprenticeship vacancies, and enable you to pay for apprenticeship training via the levy if you are a maintained school. To contact the Apprenticeship Hub, call 01926 418040 or email [apprentice@warwickshire.gov.uk](mailto:apprentice@warwickshire.gov.uk).