

# Apprenticeships at Hackney Community Schools

# What is an apprenticeship?

- Apprenticeships combine practical training in a job with study: 'earn while you learn'
- Apprenticeships are training roles – you should not expect an apprentice to have prior experience (unless studying a higher level qualification)
- Apprentices must study an approved qualification (called 'standards' or 'frameworks'), with the training delivered by an approved training provider
- Apprenticeships range from Level 2 (equivalent to GCSE level) up to Level 7 (equivalent to a postgraduate degree).
- Legally, apprenticeships must last for a minimum of 1 year. But can last up to 5 years depending on their level
- 20% of an apprentice's working hours should be spent working towards their qualification
- Apprentices are employees, with the same rights as other staff, including annual leave
- Apprenticeship qualifications can be offered to existing staff



*\*Entry requirements may differ according to the particular sector, profession, employer, apprenticeship level or trainee's age.*

# Qualifications for school apprenticeships

Qualification	Level	Length	Suitability
Business and Administration	2-4	12-24 months	New apprentices/junior staff
Property Maintenance	2	12-18 months	New apprentices/junior staff
Supporting Teaching & Learning in Schools	2-3	12-18 months	New apprentices/junior staff
Teaching Assistant (in development)	3	18 months	New apprentices/junior staff
Teacher degree apprenticeship	6	12 months	New teachers
Children and Young People's Workforce	2-3	12-18 months	New apprentices/junior staff
Early Years Educator (in development)	3	12-18 months	New apprentices/junior staff
Early Years Senior Practitioner (in development)	5	TBC	Experienced staff
Early Years Lead Practitioner (in development)	6	TBC	Experienced staff
Youth Work	2-3	12-18 months	New apprentices/junior staff
Team Leader/Supervisor	4	18-24 months	Junior Managers (must be a line manager)
Operations/Departmental Manager	5	30 months	Senior Managers
Chartered Manager degree apprenticeship	6	48 months	Senior Managers

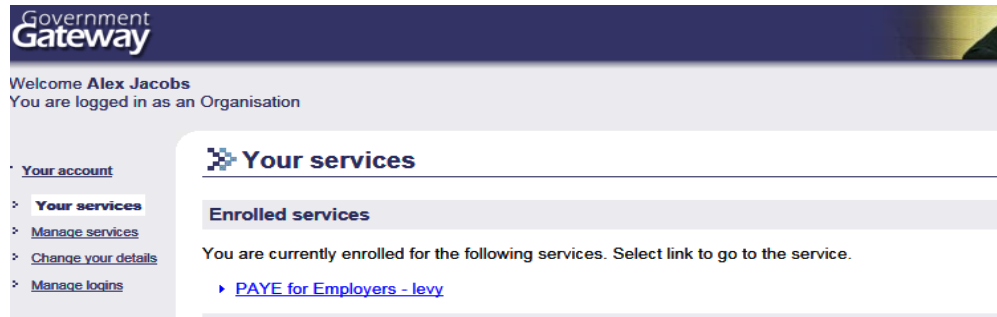
# Apprenticeship Funding

- The apprenticeship levy was introduced in April 2017, and requires large employers to contribute to apprenticeship funding, at a rate of 0.5% of their total pay bill.
- Levy payments are made monthly through the PAYE process in the same way that Income Tax and NI contributions are paid.
- 'Community schools' are treated as part of the local authority, for the purposes of paying the levy, and are required to pay 0.5% of their total pay bill towards the levy. LBH/HLT have worked with payroll providers to pay as well as report the levy so there is no action needed for community schools.
- Employers who pay the levy can access an equivalent amount to what they have paid, plus a 10% top-up from government, through a new digital apprenticeship service account.
- To access levy funds, schools must have a government gateway account with an 'activated' PAYE scheme. This PAYE scheme must then be linked to the council's digital apprenticeship account.
- Funds in this digital account may only be used to pay training providers to deliver apprenticeship training. Salary costs must be met from individual council team's or school's budgets.
- Levy funds can only be used to pay for training for apprentices employed directly through your school's PAYE scheme. For apprentices employed by a staffing agency or ATA (apprenticeship training agency), the training must be paid for by the agency. They may charge you additionally for this, which means you will have less budget available for salaries.

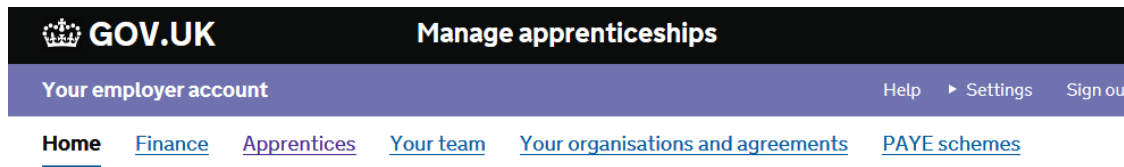
# Apprenticeship Funding

Hackney Council will pay your apprenticeship training providers directly from our own digital apprenticeship account. In order to ensure we can access the funds linked to your school's levy contributions, your school:

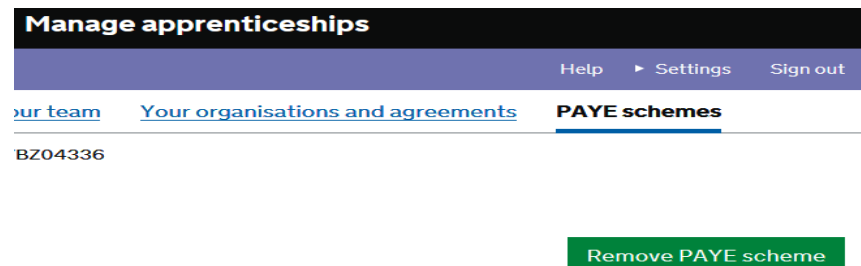
**MUST** have a government gateway account, with an 'activated' PAYE scheme:



**MUST NOT** have an active digital apprenticeship account:



If you already have a digital apprenticeship account, your PAYE scheme must be removed:



# How much can schools spend?

- Your total levy allowance is the equivalent of your levy contributions (0.5% of your pay bill) plus a 10% top-up applied by government.
- So – for example – if your school’s annual pay bill is £1.5 million, your annual levy allowance will be £8,250. This is calculated as:
  - 0.5% of pay bill = £625 per month, £7,500 per year
  - 10% top-up = £750 per year
  - levy contribution (£7,500) + 10% top-up (£750) = £8,250
- Apprenticeship qualifications range in cost from £2,000 (e.g. Level 2 ‘Supporting Teaching and Learning in Schools’) to £27,000 for the most expensive degree level apprenticeships. The cost of training is split over the lifetime of an apprenticeship – so a £27,000 4-year degree apprenticeship would cost £6,750 per year.
- Therefore, our example school with a levy allowance of £8,250 per year would be able to afford to pay, over the course of 4 years, for 1 degree-level apprenticeship, and 3 Supporting Teaching & Learning Level 2 apprenticeships (typically 12-18 month contracts).
- If your school is approaching its spending limit, we will contact you to advise you. In some cases, it may be possible for you to access additional funding from the council’s levy funds, but this will be dependent on the available surplus (e.g. where schools are not spending their full allowance), and whether the additional spend is for upskilling or new apprenticeships.

# Recruiting an apprentice

- To recruit an apprentice, you should follow your school's/HLT's standard HR and recruitment process, although many training providers will offer to manage the recruitment process for you.
- There are template job descriptions and a standard apprentice contract available at <https://www.learningtrust.co.uk/TPG/Pages/Apprenticeships.aspx>. The contract details your commitment to ensure the apprentice is trained in a particular area.
- The national minimum wage for apprentices is £3.70 per hour. We recommend a minimum salary of £7 per hour, as apprenticeships paying below this level tend to be less successful.

*(NB – The minimum apprentice wage of £3.70 per hour applies only to apprentices under 19 and those aged 19 or over who are in their first year. Apprentices aged 19 or over or those who have completed 1 year of an apprenticeship must be paid the minimum wage for their age).*

- Hackney Council has a corporate apprenticeship programme which employs nearly 100 apprentices, and pays all apprentices at least the London Living Wage of £10.20 per hour. For schools paying this salary to new apprentices, your school can join the council's corporate programme, meaning the council can offer the following additional support:
  - support with writing a job description and advertising your apprenticeship
  - support to recruit a 16-24 year old Hackney resident or school leaver
  - manager's training
  - induction, pastoral support, additional learning and development, and social activities for apprentices.



# Selecting a training provider and qualification

- Hackney Council/Hackney Learning Trust can support you to identify a suitable apprenticeship qualification and training provider, either for new apprenticeships, or upskilling for existing staff.
- If you want to select your own qualification, you can choose from approved apprenticeship qualifications, which are listed at:
  - standards: <https://www.instituteforapprenticeships.org/apprenticeship-standards/>
  - frameworks: <http://www.afo.sscalliance.org/>  
(NB – frameworks are being withdrawn gradually and will be fully phased out by 2020)
- If you want to select your own training provider, you can find a list of providers for individual qualifications at: <https://findapprenticeshiptraining.sfa.bis.gov.uk/Apprenticeship/Search>
- When selecting a provider, you should consider:
  - their track record in delivering your chosen qualification
  - whether they are on the newly formed register of apprenticeship providers: <https://www.gov.uk/guidance/register-of-apprenticeship-training-providers>
  - their achievement rates
  - their Ofsted rating
- Please note that, whether you select your provider yourself, or this is arranged through the council/HLT, both the signing of contracts with providers, and payments to them, must be arranged through the council.

# Useful Information

Government guidance on the apprenticeship levy:

<https://www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work/apprenticeship-levy-how-it-will-work>

Hackney Learning Trust apprenticeships page:

<https://www.learningtrust.co.uk/TPG/Pages/Apprenticeships.aspx>

Hackney Council apprenticeship programme

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

Find apprenticeship training providers:

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

Details of apprenticeship qualifications:

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

# Contact Details

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