

## Update – New National Apprenticeship Arrangements

### Guidance for Schools – Issue 5, November 2017

#### Introduction

Welcome to North Yorkshire County Council's (NYCC's) fifth guide for schools on the revised apprenticeship arrangements which came into effect from May 2017. Previous guidance 'Get on Board', 'Getting Started', 'Moving Forward' and 'Implementation' can be accessed at <http://cyps.northyorks.gov.uk/apprentices-graduates-and-work-experience>.

Whilst we appreciate that the majority of this guidance relates to locally maintained and voluntary controlled schools (for whom NYCC manages the apprenticeship levy), please note that the information on the Post Graduate Teaching Apprenticeship, 'Support to Schools' section and the Frequently Asked Questions (FAQ) briefing at **Appendix 1** apply equally to Academies and other educational settings.

The purpose of this document is to:

- provide an update on procurement and commissioning arrangements following the survey for locally maintained and voluntary controlled schools on apprenticeship needs over the current and next two academic years (please note that this includes action for schools to take by 8 December 2017)
- remind all schools about the Post Graduate Teaching Apprenticeship, which is available for applications for September 2018
- remind all schools of the support available from NYCC
- update the 'Frequently Asked Questions' (FAQs) briefing (**Appendix 1**)

#### Survey

We are liaising with colleagues in NYCC's Adult Learning and Skills Service (ALSS) to progress apprentice training requirements identified in the survey which ALSS are able to deliver as a main provider. These were:

- Supporting Teaching and Learning Levels 2 and 3
- Children and Young People's Workforce Level 2
- Children and Young People's Workforce: Early Years Educator Level 3
- Business and Administration Levels 2, 3 and 4
- Accounting Levels 2, 3 and 4
- Cleaning and Environmental Support Services Level 2

ALSS will now be contacting the relevant schools to establish and progress current requirements.

We are also working to streamline procurement arrangements for apprenticeship training identified in the survey which cannot be provided by NYCC.

Key procurements identified for the 2017/18 academic year were:

- Supporting Teaching and Learning in Physical Education and School Sport, Level 3
- IT, Software, Web and Telecoms Professional, Levels 2, 3 and 4
- Management, Level 5
- Facilities Management, Level 2
- Catering and Professional Chefs, Level 2
- Senior Chef Production Cooking, Level 3

Schools will be aware from earlier guidance that NYCC's corporate Procurement Team needs to commission and procure approved training providers and end point assessors on behalf of locally maintained and voluntary controlled schools, due to the way the levy is set up.

As a Local Authority, NYCC is bound by the Public Contracts Regulations. These can be lengthy to operate (up to three months) in cases where the value of the contract is over £25K.

However, we are now joining the London Procurement Partnership (LPP), which allows us to expedite the procurement process by restricting bids to approved training providers on a 'Dynamic Purchasing System' (DPS). NYCC is currently identifying suitable approved apprenticeship training providers based on schools' forecasted demand and will then advise these providers how they can apply to be on NYCC's DPS if they so wish.

We are keen to give schools the opportunity to participate fully in this process. As such, it would be helpful if schools could advise us of the training providers on this list <https://roatp.apprenticeships.sfa.bis.gov.uk/download> that they would ideally like to use to deliver their apprenticeships **by Friday 8 December 2017**. These could be, for example, local colleges with whom you have previously enjoyed successful working relationships.

We can then approach those training providers identified about applying to go on NYCC's DPS if they so wish. NYCC will aim to restrict the number of training providers on the DPS to keep the bid and contract management process as straightforward as possible, whilst achieving an appropriate geographical spread.

It is important for schools to be aware that suggested training providers would still need to go through a quality screening process to firstly become an approved training provider available to use via the DPS arrangement. Training providers not accepted will be given feedback with 10 days and would have the opportunity to re-apply.

Only those suppliers approved on the DPS will be able to compete for NYCC's business. A competitive bid procurement process would then still need to be carried out, as a Direct Award to a specific training provider would not be allowed. As such, there is no guarantee as to who the successful training provider will be until the procurement process has been completed and those bids received formally evaluated.

In the meantime, we are continuing to progress direct requests for apprenticeship training identified outside the survey.

### **Post Graduate Teaching Apprenticeship**

The post-graduate teaching apprenticeship route for graduates who would like to get into teaching is now available for applications from September 2018.

This is a school-led initial teacher training (ITT) route developed by a group of schools, coordinated by the Teaching Schools Council. It combines paid work with on and off-the-job training and upon successful completion, apprentice teachers will be awarded Qualified Teacher Status (QTS).

Apprentice teachers will have to meet the same statutory requirements for entry as all other ITT programmes and successful completion will be assessed against the Teachers' Standards.

Locally Maintained and Voluntary Controlled Schools will be able to use their apprenticeship levy paid to North Yorkshire County Council (NYCC) to support the training of new, high quality teachers. As such, these schools will need to make arrangements for this via NYCC.

Academies, Trusts and Voluntary Aided Schools can make their own arrangements – either by using their own levy if they have an annual pay bill over £3 million, or by accessing co-investment (where the Government pays 90% of the cost of training and assessment up to the funding band.)

Please note that only accredited initial training providers and School Direct lead schools that have successfully applied to the [register of apprenticeship training providers](#) can offer the teaching apprenticeship. Further information on how to become an apprenticeship training provider is available on the link (please note the register opens for applications at regular intervals).

If you are interested in this apprenticeship from September 2018, please contact NYCC's Schools HR Advisory Team (now NYHR) at [nyhr@northyorks.gov.uk](mailto:nyhr@northyorks.gov.uk) or call **01609 798343**. The team will direct enquiries to NYCC's Corporate Workforce Development Team as appropriate.

### **Support to Schools**

NYCC has issued practical guidance to help locally maintained and voluntary controlled schools to either recruit new apprentices, or organise apprenticeships for existing staff. This is available at <http://cyps.northyorks.gov.uk/apprentices-graduates-and-work-experience>.

We are currently attending cluster and alliance meetings where invited in conjunction with NYHR to discuss apprenticeships and how schools can make use of the levy funding.

NYCC's Adult Learning and Skills Service (ALSS) is an approved main provider of apprenticeships. ALSS is able to deliver apprenticeships in a number of areas

relevant to all schools, irrespective of their status and their Business Engagement Officers are happy to help as required.

NYCC is also able to provide degree level apprenticeships in Digital & Technical Solutions and Management & Leadership via the local Higher Education sector.

NYCC's Resourcing Solutions Team has a proven track record in recruiting apprentices effectively for both NYCC, Schools, and partner organisations in both the public and private sectors. They have developed a range of packages to help organisations with apprentice recruitment which include writing effective adverts, advertising vacancies using a range of media, corresponding with candidates, providing support to and preparing candidates for interview.

If you are interested in pursuing any of these areas, have any queries or are from a locally maintained / voluntary controlled school wanting to take on an apprentice, please contact NYHR at [nyhr@northyorks.gov.uk](mailto:nyhr@northyorks.gov.uk) or ring 01609 798343. The team will direct enquiries as appropriate.

Please also refer to the Government guidance 'Schools' guide to apprenticeship reforms' which you can access via the following link:

<https://www.gov.uk/government/publications/apprenticeships-reforms-guide-for-schools>

## APPENDIX 1

### Frequently Asked Questions (FAQs) on Schools' Apprenticeships

Updated November 2017

<p>What is an apprenticeship?</p>	<p>An apprenticeship is a job with training</p>
<p>Who is it for?</p>	<p>Apprenticeships are available to anyone over the age of 16 living in England. They can be undertaken by both new recruits or existing members of your team for:</p> <ul style="list-style-type: none"> <li>• <b>Building the talent pipeline:</b> apprenticeships can be used either for new recruitment or to develop internal talent to fill critical skills gaps.</li> <li>• <b>Developing existing staff:</b> Apprenticeships offer a route for anyone who needs to develop new skills due to changes in job roles or job requirements, provided the school has identified a service need to acquire new skills.</li> </ul>
<p>How long does it last?</p>	<p>The minimum length is 12 months, but can last up to five years depending on the level of qualification. Where staff work part time, (min 16 hours per week) the length of the apprenticeship is increased proportionately.</p>
<p>Is it a paid job?</p>	<p>Yes. You must pay the apprentice at least the national minimum apprenticeship wage and if you are a locally maintained / voluntary controlled school you must pay in accordance with the existing North Yorkshire County Council pay policy and banding, including the existing entry level apprenticeship salary.</p> <p>Existing members of staff will continued to be paid on their normal salary in their current job, unless they are applying for a new job role under the apprenticeship scheme, then they will be paid the rate determined for that post.</p>
<p>How many hours?</p>	<p>Apprentices or existing staff undertaking approved apprenticeship training should be employed for 30+ hours a week and must work alongside experienced staff.</p> <p>If you employ someone part time, the minimum hours is 16 hours per week. If you employ someone on less than 30 hours the length of the apprenticeship program must be extended pro-rata.</p>
<p>How much study time is required?</p>	<p>All apprentices, including existing staff undertaking apprenticeship training, must have a minimum of 20% off the job training related to the job role and skills.</p>

<p>What counts as off the job training?</p>	<p>Training and development which is a requirement for the job role and apprenticeship award is what counts. This generally means being given protected time away from their normal duties, it could include attending college, undertaking online learning or attending relevant training courses. Off the job training could still be within the workplace.</p>								
<p>What level of apprenticeships are available?</p>	<p>There are various levels of apprenticeships someone can undertake depending on the current skills and qualifications of the individual. Apprenticeships have equivalent educational attainment levels:</p> <table border="1" data-bbox="612 636 1385 972"> <tr> <td data-bbox="612 636 842 712">Intermediate</td> <td data-bbox="842 636 1385 712">Level 2 - equivalent to studying for up to 5 GCSEs.</td> </tr> <tr> <td data-bbox="612 712 842 788">Advanced</td> <td data-bbox="842 712 1385 788">Level 3 - equivalent to studying for 2 A levels.</td> </tr> <tr> <td data-bbox="612 788 842 898">Higher</td> <td data-bbox="842 788 1385 898">Levels 4, 5; equivalent taking a level 4 NVQ, Higher National Diploma or Foundation Degree.</td> </tr> <tr> <td data-bbox="612 898 842 972">Degree</td> <td data-bbox="842 898 1385 972">Levels 6, 7; equivalent to a Bachelor's or Master's degree.</td> </tr> </table>	Intermediate	Level 2 - equivalent to studying for up to 5 GCSEs.	Advanced	Level 3 - equivalent to studying for 2 A levels.	Higher	Levels 4, 5; equivalent taking a level 4 NVQ, Higher National Diploma or Foundation Degree.	Degree	Levels 6, 7; equivalent to a Bachelor's or Master's degree.
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Degree	Levels 6, 7; equivalent to a Bachelor's or Master's degree.								
<p>What are the Key Terms &amp; Conditions for an apprentice?</p>	<p>An apprentice should be treated like any other employee. However, apprentices must :</p> <ul style="list-style-type: none"> <li>• have 20% off the job paid training and development time</li> <li>• agree and sign an Apprenticeship Agreement (this is in addition to their terms and conditions)</li> </ul>								
<p>What are the School's roles and responsibilities?</p>	<p>As a Headteacher, or other schools manager supporting a new apprentice or an existing member of staff undertaking apprenticeship training, you will need to agree to:</p> <ul style="list-style-type: none"> <li>• Providing an appropriate induction</li> <li>• The associated roles and responsibilities of being responsible for an apprentice and your requirements throughout the journey of the apprenticeship</li> <li>• Timeframes for the completion of the apprenticeship program e.g. the qualification</li> <li>• Time allocations to training and development (minimum 20% off the job training)</li> <li>• Keep in touch with the training provider on a regular basis to monitor and review progress and act on any additional needs that the apprentices may present</li> <li>• Sign an Individual Learning Plan with the apprentice and Training provider</li> </ul>								

	<ul style="list-style-type: none"> <li>• Access to the school for the training provider/assessor to observe the candidate and feedback</li> <li>• Regular catch ups and / or supervision with the apprentice</li> <li>• Identify a mentor to support the apprentice day to day ( if applicable)</li> <li>• Assist in the end-point assessment with the independent assessor</li> <li>• Raise any concerns with the appropriate personnel</li> </ul>
So, what is the Apprenticeship levy?	<p>The Government has imposed an annual levy on all employers operating in the UK, with a pay bill over £3 million each year, to invest in apprenticeships. This levy is 0.5% of total pay bill and HMRC will collect this on a monthly basis. The Government will then provide a 10% top up to spend on apprenticeship training and assessment only.</p> <p>The funding will sit in a Digital Online Account provided by the Education and Skills Funding Agency, which will be managed by employers through the Digital Apprenticeship Service (DAS). The funding can only be spent on an individual undertaking an approved apprenticeship program. For more information visit:</p> <p><a href="https://www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work/apprenticeship-levy-how-it-will-work">https://www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work/apprenticeship-levy-how-it-will-work</a></p>
Why is this levy being introduced?	<p>The Government is committed to boosting productivity by investing in people. As part of this, the Government is committed to developing vocational skills and to increasing the quantity and quality of apprenticeships. It has committed to an additional three million apprenticeship starts by England by 2020.</p> <p>The levy will help to deliver new apprenticeships and will support quality training by putting employers at the centre of the system. Employers who are committed to training will be able to get back more than they put in by training sufficient numbers of apprentices.</p>
When will this be introduced?	Levy deductions by HMRC started on 6 <sup>th</sup> April 2017.
When can we start drawing down the levy?	HMRC will deposit levy deductions into the Digital Online Account so it is available to pay for statutory approved apprenticeships from 1 <sup>st</sup> May 2017.



Providers	An approved providers list was published by the Skills Funding Agency on 13 <sup>th</sup> March 2017. All schools must use approved providers.
What can we use the apprenticeship levy fund for?	<p>The Apprenticeship Levy can only be spent on those undertaking a statutory approved apprentice programme (this could be a standard or framework) and delivered and assessed by an approved training and assessment provider. This includes both new staff and existing staff.</p> <p>However you can only use the funding for developing existing staff where <u>significant</u> new skills &amp; knowledge development is required. For example, you may have someone who has a degree in one area, but the job they are doing is considerably different and they require a new set of knowledge and skills. In this instance you could use the levy to fund either a lower or same level qualification in the new occupational area. However, you can't use the levy just to gain a qualification.</p>
What can I not use the levy for?	<p>The Regulations stipulate that you <u>cannot</u> use the apprentice levy to fund qualifications or training which is not a statutory approved apprenticeship standard or framework. In addition the funding cannot be used to fund:</p> <ul style="list-style-type: none"> <li>• Apprentice salary and on costs</li> <li>• Travel and subsistence costs</li> <li>• Managerial costs</li> <li>• Traineeships</li> <li>• Work placement programmes</li> <li>• Covering the costs of setting up your apprenticeship programme</li> </ul>
What is an apprenticeship Framework or Standard?	<p>There are currently two different types of apprenticeship training that you can choose from:</p> <ul style="list-style-type: none"> <li>• <b>New Apprenticeship Standards</b> - each standard covers a specific job role and sets out the core skills, knowledge and behaviours an apprentice will need to be fully competent in their job role and meet the needs of employers</li> <li>• <b>Current Apprenticeship Frameworks</b> – a series of work-related vocational and professional qualifications, with workplace and classroom based training.</li> </ul> <p>By 2020, nearly all frameworks will have been replaced by employer-led standards.</p>
How will I know which standard or	A list of current frameworks and standards can be found here:



<p>framework will best meet our workforce needs?</p>	<p>For current frameworks:  <a href="http://www.afo.sscalliance.org/frameworkslibrary/index.cfm">http://www.afo.sscalliance.org/frameworkslibrary/index.cfm</a></p> <p>For new standards:  <a href="https://www.gov.uk/government/collections/apprenticeship-standards">https://www.gov.uk/government/collections/apprenticeship-standards</a></p> <p>You can also access the Government's 'Find Apprenticeship Training' on-line tool at:  <a href="https://www.gov.uk/government/news/find-apprenticeship-training-tool-is-now-live">https://www.gov.uk/government/news/find-apprenticeship-training-tool-is-now-live</a></p> <p>This allows you search available training and shows the level, duration, funding cap, entry requirements and other useful information.</p>
<p>What benefits will taking on an apprenticeship bring to my team?</p>	<p>Many organisations are realising the value of apprenticeships and on the job training as a means of improving their services. Employers have reported benefits including: the introduction of new ideas to their business, improved staff morale and better staff retention.</p> <p>In addition, by offering apprenticeships you can:</p> <ul style="list-style-type: none"> <li>• Grow your team while keeping costs down.</li> <li>• Develop new recruits to meet your needs.</li> <li>• Free up time for your existing employees to work on other projects.</li> <li>• Give your team new skills and energy.</li> <li>• Develop the skills on your team in a cost effective way.</li> <li>• Encourage employee loyalty</li> </ul>
<p>When teaching comes into play, we need to think about the likes of School Centred Initial Teacher Training (SCITT) providers and how they might fit in.</p>	<p>The Education and Skills Funding Agency (ESFA) has advised that this route doesn't qualify as an apprenticeship and as such, is not appropriate for apprenticeship funding.</p> <p>However, a teaching apprenticeship reflecting the same standards as Initial Teacher Training (ITT) programmes is now available for use from September 2018.</p>
<p>As a locally maintained / VC school, can I go to my usual training provider for new apprenticeships and draw down the</p>	<p>As NYCC is the employer and levy payer and manages the DAS system for locally maintained and voluntary controlled schools, you will need to commission your apprenticeship needs through NYHR on <a href="mailto:nyhr@northyorks.gov.uk">nyhr@northyorks.gov.uk</a> or ring 01609 - 798343.</p> <p>The apprenticeship will then be commissioned via the DAS system and the levy will be used to pay for the apprenticeship</p>

<p>levy held in NYCC's DAS?</p>	<p>training (provided specified criteria has been met). Providers can only be paid through the DAS.</p> <p>To be eligible to deliver apprenticeship training for apprenticeships that start on or after 1 May 2017, organisations must be listed on the register of apprenticeship training providers (RoATP). The list is available at: <a href="https://www.gov.uk/guidance/register-of-apprenticeship-training-providers">https://www.gov.uk/guidance/register-of-apprenticeship-training-providers</a></p> <p>We urge locally maintained and voluntary controlled schools not to enter into any agreements with training providers who may contact you directly, as this could result in you being unable to draw down the levy.</p> <p>This does not mean that you cannot use your normal supplier if they are on the register, but you need to come via NYCC to ensure that process is followed and the provider properly procured via the DAS system to enable levy monies to be drawn down.</p>
<p>Do Foundation and Voluntary Aided Schools, Academies and Multi Academy Trusts have to use approved providers?</p>	<p>All schools whether they pay the levy or not will need to use the Education and Skills Funding Agency list of approved providers rather than making their own arrangements.</p> <p>Levy payers will need to use their own procurement rules to commission approved providers for the apprenticeships they want to run.</p>
<p>What is the latest position on development of the new apprenticeship standard for Teaching Assistants?</p>	<p>The new Teaching Assistant standard will not be ready for delivery this September but we expect it to be available from late 2017.</p> <p>In the meantime the frameworks for Supporting Teaching and Learning in Schools at Level 2 and Level 3 remain available and are unlikely to be switched off until the new Teaching Assistant standard is established.</p>
<p>I understand that each organisation gets an initial grant of £15,000. Will this be shared out between the schools?</p>	<p>Public Bodies have an Apprenticeship Levy Allowance of £15,000 each year, which reduces the amount of Apprenticeship levy we have to pay by £15,000 across the year.</p> <p>Although this allowance may be allocated between all NYCC's PAYE schemes, NYCC does not currently intend to share the allowance proportionately with schools. This is because the amounts involved would be too small once divided out and exceeded by administration costs. The County Council is investing money to run the scheme effectively.</p>

<p>How do I calculate how long an apprenticeship will last in cases where the apprentice works less than 30 hours a week?</p>	<p>If the apprentice works fewer than 30 hours a week, the provider must extend the minimum duration of the apprenticeship (pro rata) to take account of this.</p> <p>This will also apply to any temporary period of part time working (or indeed, where term time only contracts average out at fewer than 30 hours a week).</p> <p>Where a part time working pattern is needed, the extended duration of the apprenticeship must be agreed by the apprentice, school and the provider. The school must:</p> <ul style="list-style-type: none"> <li>• Record the agreed average number of hours each week</li> <li>• Evidence why this working pattern is needed</li> <li>• Extend the minimum duration using the following formula:</li> </ul> <p><math>12 \times 30 / \text{average weekly hours} = \text{new minimum duration in months}</math></p>
<p>Is it ok for an apprenticeship to be aspirational rather than in the employee's current role? E.g. could someone who does not lead a team do a management apprenticeship?</p>	<p>An apprenticeship can be aspirational in terms of stretching the individual and/or helping them prepare for the next level.</p> <p>However, it is important to remember that an apprenticeship can only be used for existing staff in cases where training and development needs have been identified.</p> <p>Employees would still need to be able to collect the evidence to complete the apprenticeship and for this to happen they may need to be exposed to certain aspects of a job role.</p> <p>If they are not currently doing this job role this will make it more difficult and the programme will have to be very carefully planned.</p>
<p>Are tie-in agreements to apprenticeships allowed within the funding rules?</p>	<p>It is clear in the funding rules for employers that the individual must not be asked to contribute financially to the direct cost of learning or assessment - this includes where an apprentice leaves their programme early (e.g. employers must not claim training or assessment costs back from ex-apprentices).</p>
<p>Does the 20% off the job training take into account annual leave?</p>	<p>If the holiday is paid working time, then yes. The 20% is based on the learner's paid working hours.</p>

<p>Can induction be used for the 20% off the job training, given that the apprentice is not productive for quite a period / they are learning for some weeks before becoming competent</p>	<p>Not unless the content of the induction helps the apprentice achieve the apprenticeship.</p>
<p>Induction is a broad description - what about skills that are required to fulfil the role and a legal requirement that are included in initial training?</p>	<p>This phase should be treated the same as an induction. As the apprentice completes any initial training or works towards a legal requirement, if the knowledge, skills and behaviours they gain contribute to the achievement of the apprenticeship then this could be counted as part of the 20% off-the-job training requirement.</p>
<p>For off-the-job training, does the whole 20% need to be planned up front, or is there flexibility to develop the programme as the apprentice progresses?</p>	<p>It would be preferable to have a plan of how the off-the-job training will be delivered at the outset. However, we appreciate that it will not be possible to do this exactly for an apprenticeship that lasts a number of years, or where there is a change of circumstances or changes to the apprentice's job role. The most important thing is that the apprentice gets an appropriate amount of quality off-the-job training and that this is evidenced.</p>
<p>Can attending meetings \ shadowing others that are not part of the day-to-day job count towards the 20%?</p>	<p>Yes, if it helps the achievement of the knowledge, skills and behaviours of the apprenticeship.</p>
<p>If the apprentice is continually failing assessments and underperforming, are there any restrictions or can schools manage their performance like any other employee?</p>	<p>An apprentice should be treated the same as any other employee. However, the school might want to consider if the training approach is correct by involving the training provider before taking any performance management action. The delivery may need adjusting to better meet the individual's needs.</p>

<p>What happens to the levy payment / apprenticeship costs if a locally maintained / voluntary controlled school becomes an Academy, VA, Free school or Foundation school part way through a tax year?</p>	<p>The Governing Body or Trust will be responsible for the apprenticeship levy from that point onwards.</p> <p>Any levy contributions already made via NYCC are not transferable to the Academy or Trust. The liability of any outstanding training costs for staff undertaking apprenticeship training, either as a new starter or existing staff development, are transferred to the Academy or Trust.</p>
<p>My school is an NYCC levy payer and I'm considering an apprenticeship for an employee within the 16-18 age bracket. I've been approached by a training provider offering free apprenticeships for 16-18 year olds. Can I take advantage of this without having to go via NYCC?</p>	<p>The training provider may not be aware that you pay into NYCC's levy and may think that, as your school's pay bill will be under £3 million, it will be able to claim back 100% of the cost of training from the government and hence offer the apprenticeship to you for free.</p> <p>However, this will not be possible as any apprenticeship training undertaken by a locally maintained / voluntary controlled school has to be paid for from the NYCC levy pot, given that NYCC is technically the employer.</p>
<p>How much will it cost the school to have an apprentice?</p>	<p>The levy can be used to fund the training costs but the school must meet the salary and associated costs (including on-costs.)</p> <p>The salary will naturally depend upon the role. If the apprenticeship is an entry level role, schools should pay the NYCC entry rate (£7,800). If it is at a higher level – it should be paid at the rate for the job and may need to be evaluated via NYCC. Existing staff would remain on their current salary. Academies and voluntary-aided schools would use their own pay rates. Detailed information is included in the manager guidance for schools.</p> <p>There are 15 nationally prescribed funding bands and the amount of levy you can draw down for training depends which band the chosen training falls within (there is a maximum amount for each band). NYCC will aim to work within these funding bands when we commission and procure training on behalf of locally maintained and voluntary controlled schools.</p>

<p>Why do you need to have Maths and English for every apprenticeship? What is the rationale for existing staff development?</p>	<p>It is the responsibility of both government and employers to ensure everyone has a basic level of English and Maths in the workplace. The Education and Skills Funding Agency (ESFA) therefore expects apprentices to reach a basic level of English and Maths at Level 1 and if possible Level 2. They also expect employers to provide time and support to individuals to achieve these qualifications.</p>
<p>What happens in cases where potential apprentices no longer have their certificates proving they have the required qualifications in English and / or Maths?</p>	<p>If the qualification/s are a required output of the apprenticeship framework or standard, the apprenticeship cannot be certificated without proof (unfortunately there isn't the option to self-declare).</p> <p>If the learner doesn't have their certificates (and they are unable to obtain proof by other means), they would need to re-take the qualifications.</p> <p>However, if the learner is already working at that level, then it could be as simple as sitting a test.</p>
<p>Are Training Providers able to offer apprenticeship training on a term time only (TTO) basis?</p>	<p>This will depend on the training provider. If a school would prefer TTO training, they must make this clear when they request an apprenticeship.</p> <p>NYCC's Adult Learning and Skills Service (ALSS) is able to offer a range of apprenticeships appropriate to all schools, irrespective of status.</p> <p>ALSS can deliver over TTO as long as they meet the funding requirements around frequency of reviews etc. However, if the apprentice's rolling four week average of hours falls below 16 (which it can do over summer), an additional week needs to be added to the end date of the apprenticeship for each week concerned</p>
<p>Does an apprentice still need to have 20% off-the-job training if they have accredited prior learning (APL) or should the APL be included in their 20%?</p>	<p>Apprentices aren't expected to do extra hours BUT they still have to do 20% off-the-job training.</p> <p>For example, if the apprenticeship needs a Level 2 and Level 3 and the individual already has the Level 2 then the provider should APL this.</p> <p>In doing so they are reducing the cost and the duration of the apprenticeship (as some of it has already happened). The new (reduced) duration must still meet the minimum threshold. Of this new (reduced) duration, 20% of the working hours for this period should be spent on off the job training.</p>

	<p>So they are still doing 20% (of a reduced timeframe) and the previous learning has been taking into account.</p>
<p>What are the probation arrangements for Apprentices?</p>	<p>Probation arrangements for new recruits onto an apprenticeship are the same as for any other employee new to the School. The probation period for apprentices has recently been reduced from 12 to 6 months, in line with the probation arrangements for other employees.</p> <p>However, it is important that the manager meets with the apprentice regularly and takes early action to address any potential concerns. Where performance is below expected standards, it could be that the apprentice just needs some extra time, training or support in certain areas to improve. Initial concerns need to be raised with the apprentice and training provider. Where concerns cannot be resolved, please contact NYCC's Schools HR Advisory Team.</p> <p>Please note that there are different probation arrangements for Newly Qualified Teachers (NQTs) and apprenticeships are not planned in this area until late 2018).</p>