

## **Getting Started – New National Apprenticeship Arrangements**

### **Further Guidance for Schools - Issue 2 (April 2017)**

#### **Introduction**

Welcome to North Yorkshire County Council's (NYCC's) second guide for schools on the new apprenticeship arrangements effective from May 2017. It follows on from the first guide 'Get on Board – New National Apprenticeships Arrangements', published in the 'Red Bag' on 16 March 2017 and available on 'cyps.info'. The information below is predominately for locally maintained and voluntary controlled schools, however all schools are advised to read as it provides information on what apprenticeships schemes NYCC can offer all schools.

The purpose of this document is as follows:

- To provide a reminder of the overall support NYCC can provide to Schools
- To raise awareness of the apprenticeships NYCC can offer to Schools
- To raise awareness of a survey of schools' needs to be held in May
- To update on NYCC's recruitment service
- To provide further information on the levy
- Updated FAQs (Appendix 2)

#### **Support to Schools**

As the Government have instructed that Local Authorities be responsible for apprenticeships for schools, where they are the employer, NYCC is responsible for managing the Digital Apprenticeship Service Account (DAS) as well as procuring and commissioning training providers on behalf of locally maintained schools, including voluntary controlled. NYCC aims to carry out this responsibility by engaging with schools as customers and partners.

A list of apprenticeships NYCC can currently offer to all schools is listed in Appendix 1 to this guide. These will be provided through the Council's Adult Learning Service (ALS). We envisage this list growing as new apprenticeship standards become approved nationally.

NYCC will also conduct a survey for locally maintained and voluntary controlled schools to identify your apprenticeship needs against this list. Please also refer to the Government guidance on apprenticeships, which provides a list of roles which are potentially suitable for apprenticeships within schools.

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

In addition to this, NYCC can also provide all your recruitment needs for your apprenticeship vacancy through its 'Resourcing Solutions' service, subject to the normal fees.

Once an apprentice is recruited, your Schools HR Advisory Service will provide ongoing support and advice around your apprentice as an employee, just as they do with all other staff members. Any issues concerning the training would be directed to the commissioned training provider.

### **Accessing locally maintained and voluntary controlled schools needs**

It is important to remember that Government regulations mean that apprenticeships for locally maintained and voluntary controlled schools can only be commissioned via NYCC as operator of the DAS for such schools, and only approved apprenticeship providers procured by NYCC through the DAS can be used to deliver training and assessment. It is not possible to use non approved apprenticeships schemes or providers or to draw down the levy.

Therefore, as mentioned above, in order for NYCC to understand the needs of all locally maintained and voluntary controlled schools, an on line survey is being commissioned. It is anticipated that this survey will be available to you by early May.

The survey will provide information on the apprenticeship frameworks and standards currently available for job areas most relevant to schools and ask you to use this to estimate your likely demand for apprenticeships in specific job areas over the next three years.

May we strongly advise you to complete the survey as we will use the information provided to help us match suppliers according to your apprenticeship requirements based on quality, price and locality. We will also use the information provided to gauge how best we can support schools to ensure maximum value for money from the levy.

Foundation, Voluntary Aided Schools and Academies who are levy payers in their own right or not part of the new apprenticeship funding scheme do not need to complete the survey, given they are responsible for their own DAS system and therefore their own commissioning. However if you would like a conversation about commissioning NYCC commercially to deliver your apprenticeship training then please contact us using the details at the end of this guidance note.

### **Training Providers**

Only organisations who have been nationally approved as apprenticeship providers on or after 1 May 2017 are able to deliver training or assessment. If a provider is not on the approved list they cannot be used. The list of approved providers is available at <https://www.gov.uk/guidance/register-of-apprenticeship-training-providers>

We are pleased to confirm that NYCC has been approved by the Education and Skills Funding Agency as a 'Main Provider' of new apprenticeships. This means that NYCC is able to deliver apprenticeships to NYCC staff (internally) and also to the wider market, including all Schools and Businesses within our areas of expertise.

Adult Learning Services (ALS) is NYCC's apprenticeship delivery agent up to Level 4 and has a proven track record of providing apprenticeships across a range of areas in many schools and businesses. ALS Ofsted rating is "Good".

### ***The ALS team;***

- will allocate one nominated person within NYCC, who will work in partnership with you, to support all your apprentices
- currently delivers to an array of schools in North Yorkshire over a variety of subject areas and gains good feedback from both the schools and the apprentices
- are well established with a wealth of experience and knowledge
- is able to deliver in a number of different areas across the county for example we have AAT assessment centres in Scarborough, Thirsk, Pickering, Northallerton, Richmond, Harrogate and Selby
- is committed to working in partnership with schools to develop the delivery programs, ensuring that the training is student centred with embedded quality processes

The table attached at Appendix 1 details the apprenticeships frameworks and standards which NYCC is approved to deliver. You will note that some standards are still in development however the frameworks are available to deliver against now.

### ***Degree Level Apprenticeships***

Schools will wish to be aware that NYCC is currently commissioning with the local HEI sector for degree level apprenticeships in two subject areas: Digital & Technical Solutions and Management & Leadership. If schools would like more information and or would like to make nominations for individuals to join these cohorts please contact your Schools HR Advisor who will pass you onto the NYCC Workforce Development team. Appendix 1 references these two apprenticeship degrees at the bottom of the table.

### **Levy**

We appreciate the importance to schools in understanding how to access the apprenticeship levy and get value for money within your school and when recruiting new roles.

Information on the costs of the levy was provided in the 'Bite Size Finance Training' delivered to school managers and Governors by NYCC's Financial Management Services (FMS) Team and at the Spring Term School Admin & Finance Conferences.

A calculator has also been included in the budget planning tools provided to schools to enable you to calculate your levy charge.

As you are aware from the 2017/18 Budget Letter, NYCC is obliged to pass on the cost of the apprenticeship levy to each locally maintained and voluntary controlled school proportionate to their pay bill. Schools will be able to see their levy charge on their monthly Oracle reports on budget code 1714.

The levy will be held within NYCC's Digital Apprentice Service (DAS) online account (please note, not schools' budgets) and must be used within 24 months. It can only be used for funding apprenticeship training and assessment from approved providers, and cannot be used for apprentice salaries and associated costs.

The reporting of schools data in the DAS system is not currently easily accessible. However, this problem is recognised nationally and in the meantime we are looking at a local solution to provide reporting to schools on amount of levy spent. We will provide further details in future communications.

### **Recruitment - Finding and Filling your Apprenticeship with the Best Candidate**

Our 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.

NYCC won the Regional Award for Macro Apprenticeship Employer of the Year in 2014 and 2010 and the Resourcing Solutions team won HRO Today's Recruitment Team of the Year award in 2016. The team have also just won national awards at the Public Sector People's Managers Association (PPMA) for Commercialism in HR and Best Social Media Campaign at the PPMA awards

Resourcing Solutions are experienced in providing advice, guidance and support on recruiting apprentices and retaining them within the organisation.

The team;

- has a wealth of specialist recruitment experience and knowledge
- can provide professional and bespoke advice on apprenticeship recruitment
- is a supportive and responsive team accessible via email, telephone or face-to-face (as required)
- can reduce the burden and time factor of apprentice recruitment for you by working on your behalf
- can provide an option to use 'as and when required', with no obligation to use our services each time you recruit an apprentice

Recruiting apprentices can be challenging, as they have historically attracted young people and /or those returning to work after a period of economic inactivity. The team has found through experience that the number of applications can be low and application content minimal, making shortlisting difficult. In addition, organisations have often reported low attendance at interviews, with candidates withdrawing or not attending.

To mitigate this, the Resourcing Solutions Team has developed innovative methods and techniques to target advertising and support candidates through the process with regular engagement and provision of information.

The team has developed a range of packages to help organisations with apprentice recruitment. These include writing effective adverts, advertising vacancies using a range of media, corresponding with candidates, providing support to and preparing candidates for interview.

## **Next Steps**

NYCC is committed to providing schools with all the help and support needed to maximise development opportunities and use of the levy in schools.

The Schools' HR Advisory Team will continue to raise awareness of the revised arrangements at their head teacher visits to secondary schools and at primary cluster meetings.

Members of the Workforce Development Team will also attend the Secondary School Admin. & Finance Conference in Harrogate on 7<sup>th</sup> June 2017 and continue to post information online into 'cyps.info' and communicate via the 'Red Bag'.

We appreciate that the majority of this guidance relates to locally maintained and voluntary controlled schools where NYCC is responsible. Academies or other educational settings are responsible for paying their own levy are required to set up their Digital Apprentice Service (DAS) accounts by 1 May 2017. However, if you require help with this please feel free to contact us using the details at the end of this guidance note.

Our next communications with you will include a flow chart of the high level process for taking on an apprentice and the results of the survey.

We strongly recommend that you contact us prior to making any apprenticeship arrangements until the new procedures become embedded to allow us to provide the help and support you need.

Please take time to complete the survey when it is issued within the next few weeks, so we can analyse how we can best support your school and how we can find the right provider for your needs.

## **Contact Us**

We hope that the two sets of guidance issued by NYCC to date have been helpful.

If you have any queries or wish to take on an apprentice, please contact NYCC's Schools HR Advisory Team on [schoolshradvisory@northyorks.gov.uk](mailto:schoolshradvisory@northyorks.gov.uk) or ring 01609 - 798343. The team will direct enquiries and liaise with NYCC's Workforce Development Team or Resourcing Solutions as appropriate.

## Appendix 1 – NYCC apprenticeship delivery offer as at April 2017

Job Role / Framework	Framework Qualification	Standard
Accounting Framework Level 2	Diploma in Financial and Management Accounting	Not yet available
Accounting Framework Level 3	Diploma in Financial and Management Accounting	Assistant Accountant
Accounting Framework Level 4	Diploma in Business Skills Professional Diploma in Accounting - Level 4	Professional Accountant
Business and Administration Framework Level 2	Diploma in Business Admin	Not yet available
Business and Administration Framework Level 3	Diploma in Business Admin	Not yet available
Children and Young Person's Workforce Framework Level 2	Certificate for CYP Workforce Development	Not yet available
Children and Young Person's Workforce Framework Level 3	Diploma for EYE	Not yet available
Children and Young Person's Workforce Framework Level 3	Diploma for CYP Workforce Development	Not yet available
Customer Service Framework Level 2	Diploma in Customer Service	Customer Service Practitioner
Customer Service Framework Level 3	Diploma in Customer Service	Not yet available
Management Framework Level 2	Diploma in Team Leading	Not yet available
Management Framework Level 3	Diploma in Management	Team Leader/Manager
Management Framework Level 4	NVQ Diploma in Management Diploma in Principles of Leadership and Management	Not yet available
Supporting Teaching and Learning in Schools Framework Level 2	Certificate in STL in Schools	Not yet available
Supporting Teaching and Learning in Schools Framework Level 3	Diploma in STL in Schools	Not yet available
Digital & technical solutions degree Level 6	Degree	Digital & technology solutions professional <a href="https://www.gov.uk/government/publications/apprenticeship-standard-digital-technology-solutions-professional">https://www.gov.uk/government/publications/apprenticeship-standard-digital-technology-solutions-professional</a>
Chartered Manager degree Level 6	Degree	Chartered Manager Degree Apprenticeship <a href="https://www.gov.uk/government/publications/apprenticeship-standard-chartered-manager-degree-apprenticeship">https://www.gov.uk/government/publications/apprenticeship-standard-chartered-manager-degree-apprenticeship</a>

## APPENDIX 2

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

Updated April 2017

<b>What is an apprenticeship?</b>	An apprenticeship is a job with training
<b>Who is it for?</b>	<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>
<b>How long does it last?</b>	The minimum length is 12 months, but can last up to 4 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.
<b>Is it a paid job?</b>	Yes. You must pay the apprentice at least the national minimum apprenticeship wage, and if you are a locally maintained school you must pay in accordance with the existing North Yorkshire County Council pay policy and banding, including the existing entry level apprenticeship salary. 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.
<b>How many hours?</b>	Apprentices or existing staff undertaking approved apprenticeship training should be employed for 30+ hours a week and must work alongside experienced staff. 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.
<b>How much study time is required?</b>	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.
<b>What counts as off the job training?</b>	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><b>What level of apprenticeships are available?</b></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="571 327 1374 636"> <tr> <td data-bbox="571 327 801 398">Intermediate</td> <td data-bbox="801 327 1374 398">Level 2 - equivalent to studying for up to 5 GCSEs.</td> </tr> <tr> <td data-bbox="571 398 801 465">Advanced</td> <td data-bbox="801 398 1374 465">Level 3 - equivalent to studying for 2 A levels.</td> </tr> <tr> <td data-bbox="571 465 801 566">Higher</td> <td data-bbox="801 465 1374 566">Levels 4, 5; equivalent taking a level 4 NVQ, Higher National Diploma or Foundation Degree.</td> </tr> <tr> <td data-bbox="571 566 801 636">Degree</td> <td data-bbox="801 566 1374 636">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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<p><b>What are the Key Terms &amp; Conditions for an apprentice?</b></p>	<p>An apprentice should be treated like any other employee</p> <ul style="list-style-type: none"> <li>• However, apprentices have to have 20% off the job paid training and development time</li> <li>• Agree and sign a learning agreement (this is in addition to their terms and conditions)</li> </ul>								
<p><b>What are the Schools' roles and responsibilities?</b></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> <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>								
<p><b>So, what is the Apprenticeship levy?</b></p>	<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 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>
<b>Why is this levy being introduced?</b>	<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 3 million apprenticeship starts by England by 2020. The levy will help to deliver new apprenticeships and it 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>
<b>When will this be introduced?</b>	<p>Levy deductions by HMRC will start on 6<sup>th</sup> April 2017.</p>
<b>When can we start drawing down the levy</b>	<p>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.</p>
<b>Providers</b>	<p>An approved providers list was published by the Skills Funding Agency on 13<sup>th</sup> March 2017. All schools must use approved providers.</p>
<b>What can we use the apprenticeship levy fund for?</b>	<p>The Apprenticeship Levy can only be spent on those undertaking a statutory approved apprentice program (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. 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>
<b>What can I not use the levy for?</b>	<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>

<p><b>What is an apprenticeship framework or standard?</b></p>	<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>
<p><b>How will I know which standard or framework will best meet our workforce needs?</b></p>	<p>A list of current frameworks and standards can be found here: For current frameworks: <a href="http://www.afo.sscalliance.org/frameworkslibrary/index.cfm">http://www.afo.sscalliance.org/frameworkslibrary/index.cfm</a> For new standards: <a href="https://www.gov.uk/government/collections/apprenticeship-standards">https://www.gov.uk/government/collections/apprenticeship-standards</a></p>
<p><b>What benefits will taking on an apprenticeship bring to my team?</b></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. 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><b>April Updates</b></p>	
<p><b>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.</b></p>	<p>The Education and Skills Funding Agency has advised that this route doesn't qualify as an apprenticeship and as such, is not appropriate for apprenticeship funding.</p> <p>A teaching apprenticeship reflecting the same standards as Initial Teacher Training programmes is currently under development and expected to be ready by September 2018.</p>
<p><b>As a locally maintained / VC school, can I go to my usual training provider for new apprenticeships and draw down</b></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 NYCC's Schools HR Advisory Team on <a href="mailto:schoolshradvisory@northyorks.gov.uk">schoolshradvisory@northyorks.gov.uk</a> or ring 01609 - 798343. The apprenticeship will then be commissioned via the DAS system and the levy will be used to pay for the apprenticeship training (provided specified criteria has been met). Providers can only be paid through the DAS.</p>

<p><b>the levy held in NYCC's DAS?</b></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>In the meantime, we would 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><b>Do Foundation and Voluntary Aided Schools, Academies and Multi Academy Trusts have to use approved providers?</b></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><b>What is the latest position on development of the new apprenticeship standard for Teaching Assistants?</b></p>	<p>We have recently received feedback from the DfE that the standard would be approved subject to some amendments. One amendment was to remove the requirement for the apprentice to hold five GCSEs grades A* to C, another was to amend a knowledge statement as it read like a skills statement.</p> <p>The standard is expected to be ready to use from late 2017.</p>
<p><b>I understand that each organisation gets an initial grant of £15,000. Will this be shared out between the schools?</b></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>