

**TELFORD & WREKIN COUNCIL  
SCHOOLS FORUM 16 JANUARY 2020  
ALLOCATION AND IMPLEMENTATION OF THE APPRENTICESHIP LEVY 2019/20 -  
SCHOOLS  
REPORT FROM SHARON CARRINGTON – LEARNING AND DEVELOPMENT MANAGER  
ORGANISATIONAL DELIVERY & DEVELOPMENT**

### Overview

As you are aware apprenticeship levy came into force from 6 April 2017 and is a levy on UK employers to fund the costs of apprenticeship training and assessment. The levy is set at 0.5% of an employer's paybill which is then topped up by an additional 10% by the Government, which equates to a total of 0.55% of the pay bill.

The Council currently holds an apprenticeship levy of approximately £224,571 per annum for our voluntary controlled and community maintained schools, this is based on the pay bill for these schools. To manage this, schools each have an individual allocation from the levy based on 0.55% of the payroll total for each school.

Over the last two years we have been able to successfully support schools in utilising apprenticeship training to address needs or gaps within their workforce. Through the allocation of the apprenticeship levy 154 apprentices have been delivered. For the financial year 19/20 we have a total of around 70 live apprenticeships being delivered across our levy paying schools, these included the following apprenticeships:

- Supporting Teaching and Learning in Schools Level 2 and Level 3
- Children and Young Peoples Workforce Level 2 and Level 3
- Supporting Teaching and Learning in Physical Education and School Sport Level 3
- School Business Professional Level 4
- Team/Leader Level 3
- IT Software, Web and Telecoms Professionals Level 2
- Digital and Technology Solutions Professional Level 6

With new apprenticeships standards being continuously developed to meet the needs of employers, the plethora of qualifications will continue to expand and we can support you to identify which of these would best meet the needs of the schools workforce.

### Next Steps – 2019/20 Levy

Against the **£224,571** and as of January 2020, we are projecting a committed spend of approximately **£144,390** leaving an approximate balance of £80,000

Levy funds are paid monthly by the government and will expire after 24 months if unspent, it is essential to start accelerating the expenditure of these funds in advance of them expiring. Time is of the essence because of the lead in time to set up apprenticeships typically being several weeks.

**To bolster take up of the levy and ensure it is spent, we are now proposing that the funding is pooled and offered to schools on a priority bid basis:**

- To allow all schools until the **31st March 2020** to commit to spend their current levy allocation, from then any funding that remains uncommitted will be pooled.
- Schools will be invited to bid for this pooled funding, this will involve schools completing a short application form to identify each individual apprenticeship standard and level they are seeking funding for. We will also request that schools order these based on priority and provide a brief supporting statement setting out what need or gap the apprenticeship will address within the school's workforce.

- If the total cost of all bids is less than the remaining pot for financial year 19/20 then all funding will be allocated
- However if the total cost of all bids is greater than the remaining levy pot for financial year 19/20, they will be allocated in priority order. i.e. all first priority apprenticeships will be awarded then the second etc. until the pot is allocated

We have found that for a lot of our smaller primary schools their share of the levy allocation is often too small to fund training, by pooling funds this offers a solution and also ensures that the levy funding is being spent.

For those schools who do have a small levy allocation an alternative option you may wish to consider would be to “share” an apprenticeship with another school, this would mean the cost of the levy as well as the salary costs would be split across the two schools.

### **Background to apprenticeships**

- An apprenticeship is a genuine paid job with an accompanying training programme known as a standard or framework.
- Standards last a minimum of 1 year up to a maximum 4 years and range from Level 2 (GCSE equivalent) to Level 4+ (degree equivalent).
- You can only use the levy to pay for apprenticeship training and assessment for apprentices that work at least 50% of the time in England.
- Salaries for apprentices will be funded by schools. An officer following an apprentice standard must be paid at least the minimum rate for an apprentice. Schools will have to consider the level of the pay offered to ensure that they attract candidates of the required calibre/education level.
- Apprenticeships last a minimum of 12 months and involve at least 20% off-the-job training. This 20% off-the-job training requirement is measured over the course of apprenticeship. The off-the-job training is an essential part of an apprenticeship and should take place during employed time but must not be delivered as part of their normal working duties.
- The apprenticeship levy can be used to “upskill” existing staff as long as the apprenticeship is relevant to their role and the most appropriate way of developing the employee.
- Where the apprenticeship is to upskill an existing post-holder, we will require named staff to complete a short form so that we can ensure that they have the necessary qualifications to commence the training (providers will look for this evidence) and ensure that we have the required information to secure Skills Funding Agency monies.

For further information around using the levy funding to either recruit to an apprenticeship post or to upskill existing post-holders within your school please contact **Sharon Carrington Ext 83506** or **Sharon.carrington@telford.gov.uk**