

Schools Forum 11 January 2018

Agenda Item: Allocation and Implementation of the Apprentice Levy - Schools

- 1.1 The 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 pay bill which is then topped up by an additional 10% by the Government.
- 1.2 The Council holds an apprenticeship levy of approximately £290,000 per annum based on the pay bill for our 44 voluntary controlled and community maintained schools. To manage this, Schools have currently been allocated a sum from the levy based on the following approach:
 - 0.55% of the payroll total for each relevant school (community and voluntary controlled)
- 1.3 Following a recent review of the current levy position for Schools we are projecting a committed spend of approximately £77,000 leaving a balance of £213,000. Commencing April 2017, levy funds are paid monthly and will expire after 24 months, it is essential to start accelerating the expenditure of these funds in advance of them expiring.
- 1.4 As the take up of levy spend has been lower than expected, we have reviewed the approach taken around the allocation of the schools. **We are now proposing that the funding is pooled and offered to schools on a first come first served basis.**
- 1.5 Proposal options
 - To pool all funds from 15th January and schools access on a first come, first served basis;
 - To allow all schools until 1 April to use their current levy allocation, from then any funding that remains uncommitted will be pooled.
- 1.6 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.
- 1.7 Please note where you have an apprentice in post that started before April 2017, the funding of this standard will not come from your levy for 2017/18.
- 1.8 Key Points
 - 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.

1.9 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:

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