

Davis, Tim (Schools Finance Manager)

From: O'Sullivan, Calum
Sent: 30 April 2018 11:56
To: Aqueduct Primary School (A); Aqueduct Primary School (H); Burton Borough (A); Burton Borough School (H); Captain Webb Primary School (A); Captain Webb Primary School (H); Church Aston Infant School (A); Church Aston Infant School (H); Coalbrookdale & Ironbridge CE Primary (A); Donnington Wood Inf (A); Donnington Wood Inf (H); Donnington Wood Infant School & Nursery (H); Donnington Wood Infants (A); Hadley Learning Community Pri (A); Hadley Learning Community Pri (H); Hadley Learning Community Sec (A); Hadley Learning Community Sec (H); Haughton Sp (A); Haughton Sp (H); Hollinswood Pri (A+H); Holmer Lake Pri (A); Holmer Lake Pri (H); John Fletcher of Madeley (A); John Fletcher of Madeley (H); John Randall Pri (A+H); Ladygrove Pri (A+H); Lawley Pri (A); Lawley Pri (H); Lightmoor Village Primary (A); Lightmoor Village Primary (H); Lilleshall Pri (A); Lilleshall Pri (H); Madeley Nursery (H); Meadows Primary (H); Millbrook Primary (A) Forwarding; Mount Gilbert (A+H); Muxton Pri (A); Muxton Pri (H); Newdale Pri & Nursery (A); Newdale Pri & Nursery (H); Newport C.E Jun (A); Newport C.E Jun (H); Newport Infants (A); Newport Infants (H); Oakengates Nursery (A); Oakengates Nursery (H); Old Park Primary; Rachael Brown1; Randlay Primary (A); Randlay Primary (H); Redhill Primary; Sir Alexander Fleming Primary. (A); Sir Alexander Fleming Primary. (H); Southall Sp. (A+H); St George's C of E School (A); St George's C of E School (H); St Lawrence CE Primary School (A); St Lawrence CE Primary School (H); St Peters C.E. Primary Edgmond (H); St Peters CE Controlled Pri Bratton (H); St Peters CE Controlled Pri Edgmond (A); St Peters CE Controlled Pri Edgmond (H); St Peters CE Primary (A); St Peters CE Primary Bratton (A); St Peters CE Primary Bratton (H); St Peters CE Primary Edgmond (A); Stacey Beale; Teagues Bridge Pri (A+H); The Bridge (A); The Bridge (H); Tibberton CE Pri (A); Tibberton CE Pri (H); William Reynolds Primary (H); Windmill Primary (A); Windmill Primary (H); Wombridge Primary (A); Wombridge Primary (H); Woodlands Primary School (A); Woodlands Primary School (H); Wrockwardine Wood Inf (A); Wrockwardine Wood Inf (H); Wrockwardine Wood Jun (A); Wrockwardine Wood Jun. (A+H) (Diverted)
Cc: Carrington, Sharon; Power, Jon; Loveridge, Heather; Davis, Tim (Schools Finance Manager)
Subject: IMPORTANT - APPRENTICESHIP LEVY - USE IT OR LOSE IT -UPDATE
Attachments: A-Z Apprenticeship Standards March 2018.pdf; Frequently Asked Questions for Apprenticeships Final - Schools.docx; Schools Apprenticeship Frameworks List.docx
Importance: High

PLEASE DON'T LOSE YOUR LEVY

Good Morning,

Following on from my original email in January about the current levy position for schools, the interest in and uptake of the levy has still been lower than hoped for.

As of April 2018 we are projecting a committed spend of approximately £89,000 by schools against a total fund of circa £250,000 leaving a balance of £161,000.

After 24 months any un-spent funds are clawed-back by Government, we are keen to work with you to maximise use of the levy. **It's important to act now before it's too late.**

As agreed at the Heads' Forum in January 2018, if take-up from schools is still low, **the funding will be pooled from the end of May** and offered to schools on a first come first served basis.

Remember the apprenticeship levy can be used to fund apprenticeship training to 'upskill' existing members of staff as well as for specific apprentice posts.

We are more than happy to provide schools with information and support around the following –

- Apprenticeship Levy
- Available apprenticeship standards and frameworks
- Sourcing a provider to deliver the apprenticeship
- Advertising your apprenticeship vacancy

For information, I have attached a copy of our Apprenticeship FAQs which provides you with details of how apprenticeships work. I have also attached the A-Z list of apprenticeships standards that the levy can be used to fund, alongside a list of standards commonly used in a school setting.

If you are interested in finding out more please contact me – **Calum.O'Sullivan@telford.gov.uk** or Ext **80073**.

Many Thanks

Calum O'Sullivan

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A-Z of apprenticeships



Ready to further your career?

Find a full list of all the current apprenticeships on offer.

Ⓢ Standard Ⓣ Framework

Area of study	Level	
A		
Able Seafarer (Deck)	2	Ⓢ
Accident Repair Technician	3	Ⓢ
Accountancy / Taxation Professional	7	Ⓢ
Accounting	2, 3, 4	Ⓣ
Activity Leadership	2	Ⓣ
Actuarial Technician	4	Ⓢ
Adult Care Worker	2	Ⓢ
Advanced Butcher	3	Ⓢ
Advanced Credit Controller/Debt Collection Specialist	3	Ⓢ
Advanced Dairy Technologist	5	Ⓢ
Aerospace Engineer	6	Ⓢ
Aerospace Software Development Engineer	6	Ⓢ
Agriculture	2, 3, 4	Ⓣ
Aircraft Maintenance Certifying Engineer	4	Ⓢ
Airside Operator	2	Ⓢ
Animal Care	2, 3	Ⓣ
Animal Technologist	3	Ⓢ
Arborist	2	Ⓢ
Assistant Accountant	3	Ⓢ
Assistant Technical Director (visual effects)	4	Ⓢ
Associate Ambulance Practitioner	4	Ⓢ
Associate Project Manager	4	Ⓢ
Aviation Ground Operative	2	Ⓢ
Aviation Ground Specialist	3	Ⓢ
Aviation Maintenance Mechanic (Military)	2	Ⓢ
Aviation Operations Manager	4	Ⓢ

B		
Baker	2	Ⓢ
Barbering	2, 3	Ⓣ
Beauty Therapy	2, 3	Ⓣ
Bespoke Saddler	3	Ⓢ
Bespoke Tailor and Cutter	5	Ⓢ
Boatbuilder	3	Ⓢ
Broadcast Production Assistant	3	Ⓢ
Broadcasting Technology	6	Ⓣ
Building Services Design Engineer (Degree)	6	Ⓢ
Building Services Design Technician	3	Ⓢ
Building Services Engineering Craftsperson	3	Ⓢ
Building Services Engineering Ductwork Craftsperson	3	Ⓢ
Building Services Engineering Ductwork Installer	2	Ⓢ
Building Services Engineering Installer	2	Ⓢ
Building Services Engineering Technology and Project Management	3	Ⓣ

Area of study	Level	
Building Services Engineering Service and Maintenance Engineer	3	Ⓢ
Building Services Engineering Ventilation Hygiene Technician	3	Ⓢ
Bus and Coach Engineering Technician	3	Ⓢ
Business Administration	2, 3	Ⓣ
Business Administrator	3	Ⓢ
Business and Professional Administration	4	Ⓣ
Butcher	2	Ⓢ

C		
Care Leadership and Management	5	Ⓣ
Catering and Professional Chefs	3	Ⓣ
Chartered Legal Executive	6	Ⓢ
Chartered Manager Degree Apprenticeship	6	Ⓢ
Chartered Surveyor (Degree)	6	Ⓢ
Chef De Partie	3	Ⓢ
Children and Young People's Workforce	2, 3	Ⓣ
Civil Engineer (Degree)	6	Ⓢ
Civil Engineering Technician	3	Ⓢ
Cleaning and Environmental Support Services	2, 3	Ⓣ
Coaching	2, 3	Ⓣ
Commercial Procurement and Supply	4	Ⓢ
Commis Chef	2	Ⓢ
Community Activator Coach	2	Ⓢ
Community Arts	2, 3	Ⓣ
Community Safety	2	Ⓣ
Compliance / Risk Officer	3	Ⓢ
Composite Engineering	2, 3	Ⓣ
Composites Technician	3	Ⓢ
Construction Building	2, 3	Ⓣ
Construction Civil Engineering	2, 3	Ⓣ
Construction Management	4, 5, 6	Ⓣ
Construction Specialist	2, 3	Ⓣ
Construction Technical and Professional	3	Ⓣ
Consumer Electrical and Electronic Products	2, 3	Ⓣ
Contact Centre Operations	2, 3	Ⓣ
Control / Technical Support Engineer (Degree)	6	Ⓢ
Conveyancing Technician	4	Ⓢ
Court, Tribunal and Prosecution Operations	2, 3	Ⓣ
Creative and Digital Media	3, 4	Ⓣ
Creative Venue Technician	3	Ⓢ
Credit Controller/Collector	2	Ⓢ
Cultural and Heritage Venue Operations	2, 3	Ⓣ
Custodial Care	2, 3	Ⓣ
Customer Service	2, 3	Ⓣ
Customer Service Practitioner	2	Ⓢ
Cyber Intrusion Analyst	4	Ⓢ
Cyber Security Technologist	4	Ⓢ

A-Z of apprenticeships

Area of study	Level	
D		
Data Analyst	4	£
Dental Laboratory Assistant	3	£
Dental Nurse	3	£
Dental Practice Manager	4	£
Dental Technician	5	£
Design	2, 3	£
Digital and Technology Solutions Professional (Degree)	6	£
Digital Engineering Technician	3	£
Digital Learning Design	3, 4	£
Digital Marketer	3	£
Domestic Heating	2, 3	£
Driving Goods Vehicles	2, 3	£
Dual Fuel Smart Meter Installer	2	£

E		
Electrical Power Protection and Plant Commissioning Engineer	4	£
Electrical/Electronic Technical Support Engineer (Degree)	6	£
Electrical Electronic Product Service and Installation Engineer	3	£
Electrical Power Networks Engineer (previously Power Networks Engineer)	4	£
Embedded Electronic Systems Design and Development Engineer (Degree)	6	£
Employment Related Services	3	£
Engineering Construction	3	£
Engineering Construction Pipefitter	3	£
Engineering Design and Draughtsperson	3	£
Engineering Manufacture	2, 3	£
Engineering Technician	3	£
Environmental Conservation	2, 3	£
Equine	2, 3	£
Event Assistant	3	£
Exercise and Fitness	2, 3	£

F		
Facilities Management	2, 3	£
Facilities Management Supervisor	3	£
Farrillery	3	£
Fashion and Textiles	2, 3	£
Fencing	2, 3	£
Financial Adviser	4	£
Financial Services Administrator	3	£
Financial Services Customer Adviser	2	£
Financial Services Professional	6	£
Fire Emergency and Security Systems Technician	3	£
Fishmonger	2	£
Floristry	2, 3	£
Food and Drink	2, 3	£
Food and Drink Advanced Process Operator	3	£
Food and Drink Process Operator	2	£
Food Industry Technical Professional (Degree)	6	£
Food Technologist	3	£
Food and Drink Maintenance Engineer	3	£
Forest Operative	2	£
Funeral Operations and Services	2, 3	£
Furniture, Furnishings and Interiors Manufacturing	2, 3	£
Furniture Manufacturer	2	£

Area of study	Level	
G		
Game and Wildlife Management	2, 3	£
Gas Engineering	3	£
Gas Network Craftsperson	3	£
Gas Network Team Leader	2	£
Glass Industry	2, 3	£
Golf Greenkeeper	2	£

H		
Hair Professional	2	£
Hairdressing	2, 3	£
Health – Emergency Care	2	£
Health – Healthcare Support Services	2, 3	£
Health – Optical Retail	2, 3	£
Health – Pharmacy Services	2, 3	£
Healthcare Assistant Practitioner	5	£
Healthcare Science Assistant	2	£
Healthcare Science Associate	4	£
Healthcare Science Practitioner (Degree)	6	£
Healthcare Support Worker	2	£
Heating and Ventilating	2, 3	£
Heavy Vehicle Service and Maintenance Technician	3	£
Highway Electrical Maintenance and Installation Operative	2	£
Highway Electrician / Service Operative	3	£
High Speed Rail & Infrastructure Technician	4	£
HM Forces	2	£
HM Forces Serviceperson (Public Services)	2	£
Horticulture	2, 3	£
Horticulture and Landscape Operative	2	£
Hospitality Management	4	£
Hospitality Manager	4	£
Hospitality Supervisor	3	£
Hospitality Team Member	2	£
Housing/Property Management	3	£
Housing/Property Management Assistant	2	£
HR Support	3	£
Human Resource Consultant/ Partner	5	£
Human Resources Management	5	£

I		
Improving Operational Performance	2	£
Industrial Thermal Insulation Technician	3	£
Infrastructure Technician	3	£
Installation Electrician/Maintenance Electrician	3	£
Insurance Practitioner	3	£
Insurance Professional	4	£
Intelligence Operations	4	£
International Trade and Logistics Operations	2	£
Investment Operations Administrator	2	£
Investment Operations Specialist	4	£
Investment Operations Technician	3	£
IS Business Analyst	4	£
IT Application Specialist	2, 3	£
IT Technical Salesperson	3	£
IT, Software, Web & Telecoms Professionals	2, 3, 4	£

A-Z of apprenticeships

"My apprenticeship has benefitted me in every way possible. I've learnt key skills in engineering, mechanical and hydraulics, as well as the theory behind all of it."

Holly Broadhurst

Higher Design Engineering Apprentice,
J C Bamford Excavators

Area of study	Level	
J		
Jewellery, Silversmithing and Allied Trades	2, 3	Ⓟ
Junior 2D Artist (Visual Effects)	4	Ⓢ
Junior Content Producer	3	Ⓢ
Junior Management Consultant	4	Ⓢ
Junior Energy Manager	3	Ⓢ
Junior Journalist	3	Ⓢ

L		
Laboratory Scientist	5	Ⓢ
Laboratory Scientist (Degree)	6	Ⓢ
Laboratory Technician	3	Ⓢ
Land-based Engineering	2, 3	Ⓟ
Land-based Service Engineer	2	Ⓢ
Land-based Service Engineering Technician	3	Ⓢ
Large Goods Vehicle (LGV) Driver	2	Ⓢ
Lead Adult Care Worker	3	Ⓢ
Learning and Development	3	Ⓟ
Legal Services	3, 4	Ⓟ
Leisure & Entertainment Engineering Technician	3	Ⓢ
Leisure Duty Manager	3	Ⓢ
Leisure Operations and Leisure Management	2, 3	Ⓟ
Leisure Management	3	Ⓟ
Libraries, Archives, Records and IM Services	2, 3	Ⓟ
Licensed Hospitality	2, 3	Ⓟ
Licensed Conveyancer	6	Ⓢ
Life Sciences and Chemical Science Professionals	4, 5	Ⓟ
Lifting Technician	2	Ⓢ
Live Events and Promotion	2, 3	Ⓟ
Live Event Rigger	3	Ⓢ
Logistics Operations	2, 3	Ⓟ

M		
Maintenance and Operations Engineering Technician	3	Ⓢ
Management	2, 3, 4, 5	Ⓟ
Manufacturing Engineering	4	Ⓟ
Manufacturing Engineer	6	Ⓢ
Marine Engineer	3	Ⓢ
Maritime Occupations	2, 3	Ⓟ
Marketing	2, 3	Ⓟ
Metrology Technician	3	Ⓢ
Mineral Processing Mobile and Static Plant Operator	2	Ⓢ
Mineral Products Technology	4, 5	Ⓟ
Mortgage Adviser	3	Ⓢ
Motor Finance Specialist	3	Ⓢ
Motor Vehicle Service and Maintenance Technician (Light Vehicle)	3	Ⓢ

Area of study	Level	
N		
Nail Services	2, 3	Ⓟ
Network Engineer	4	Ⓢ
Non-Destructive Testing (NDT) Operator	2	Ⓢ
Non-Destructive Testing Engineer (Degree)	6	Ⓢ
Non-Destructive Testing Engineering Technician	3	Ⓢ
Nuclear Health Physics Monitor	2	Ⓢ
Nuclear Operative	2	Ⓢ
Nuclear Scientist and Nuclear Engineer (Degree)	6	Ⓢ
Nuclear Technician	5	Ⓢ
Nuclear Welding Inspection Technician	4	Ⓢ
Nursing Assistants in a Veterinary Environment	2	Ⓟ
Nursing Associate	5	Ⓢ

O		
Operations and Quality Improvement	3	Ⓟ
Operations/Departmental Manager	5	Ⓢ
Organ Builder	3	Ⓢ
Outdoor Programmes	3	Ⓟ
Outside Broadcasting Engineer	7	Ⓢ

P		
Papermaker	2	Ⓢ
Paralegal	3	Ⓢ
Paraplanner	4	Ⓢ
Passenger Carrying Vehicle Driving	2	Ⓟ
Passenger Transport Driver – Bus, Coach and Rail	2	Ⓢ
Passenger Transport Onboard & Station Team Member	2	Ⓢ
Passenger Transport Operations Manager	4	Ⓢ
Photo Imaging	3	Ⓟ
Playwork	2, 3	Ⓟ
Plumbing and Domestic Heating Technician	3	Ⓢ
Plumbing and Heating	2, 3	Ⓟ
Policing	3	Ⓟ
Policy Officer	4	Ⓢ
Post Graduate Engineer (Degree)	7	Ⓢ
Power Engineer (Degree)	7	Ⓢ
Power Network Craftsperson	3	Ⓢ
Print and Printed Packaging	2, 3	Ⓟ
Probate Technician	4	Ⓢ
Process Automation Engineer (Degree)	7	Ⓢ
Process Manufacturing	2, 3	Ⓟ
Product Design and Development Engineer (Degree)	6	Ⓢ
Professional Accounting Taxation Technician	4	Ⓢ
Professional Services	4	Ⓟ
Project Controls Technician	3	Ⓢ
Project Management	4	Ⓟ
Property Services	2, 3	Ⓟ
Property Maintenance Operative	2	Ⓢ
Providing Financial Services	2, 3	Ⓟ
Providing Security Services	2	Ⓟ
Public Relations	4	Ⓟ
Public Service Operational Delivery Officer	3	Ⓢ

A-Z of apprenticeships

Area of study	Level	
R		
Rail Engineering Advanced Technician	4	£
Rail Engineering Operative	2	£
Rail Engineering Technician	3	£
Rail Infrastructure Engineering	2,3	£
Rail Infrastructure Operator	2	£
Rail Services	2,3	£
Railway Engineering Design Technician	3	£
Recruitment	2,3,4	£
Recruitment Consultant	3	£
Recruitment Resourcer	2	£
Refrigeration and Air Conditioning	2,3	£
Refrigeration Air Conditioning and Heat Pump Engineering Technician	3	£
Registered Nurse (Degree)	6	£
Relationship Manager (Banking)	6	£
Retail Manager	4	£
Retail Team Leader	3	£
Retailer	2	£
Road Transport Engineering Manager	4	£
S		
Sales and Telesales	2,3	£
School Business Professional	4	£
Science Industry Maintenance Technician	3	£
Science Industry Process/Plant Engineer (Degree)	6	£
Science Manufacturing Technician	3	£
Security Systems	2,3	£
Senior Chef Production Cooking	3	£
Senior Compliance/Risk Specialist	6	£
Senior Financial Services Customer Adviser	3	£
Senior Healthcare Support Worker	3	£
Senior Housing/Property Management	4	£
Senior Insurance Professional	6	£
Signmaking	2,3	£
Social Media and Digital Marketing	3,4	£
Software Developer	4	£
Software Development Technician	3	£
Software Tester	4	£
Solicitor	7	£
Spectacle Maker	3	£
Spectator Safety	2,3	£
Sporting Excellence	3	£
Sports Development	3	£
Sports Turf Operative	2	£
Steel Fixer	2	£
Supply Chain Management	2,3,5	£
Supply Chain Operator	2	£
Supply Chain Practitioner	3	£
Supply Chain Warehouse Operative	2	£
Supporting Teaching and Learning in Physical Education	3	£
Supporting Teaching and Learning in Schools	2,3	£
Surveying Technician	3	£
Survival Equipment Fitter	3	£
Sustainable Resource Management	2,3	£
Sustainable Resource Operations and Management	4	£
Systems Engineering	7	£

Area of study	Level	
T		
Teacher	6	£
Team Leader/Supervisor	3	£
Technical Theatre, Lighting, Sound and Stage	2,3	£
The Gas Industry	2,3	£
The Water Industry	2,3,4	£
Trade Business Services	2	£
Traffic Office	2,3	£
Transport Planning Technician	3	£
Travel Consultant	3	£
Travel Services	2,3	£
Trees and Timber	2,3	£
Tunnelling Operative	2	£
U		
Unified Communications Technician	3	£
Unified Communications Trouble Shooter	4	£
Utilities Engineering Technician	3	£
V		
Vehicle Body and Paint	2,3	£
Vehicle Fitting	2,3	£
Vehicle Maintenance and Repair	2,3	£
Vehicle Parts	2,3	£
Vehicle Restoration	2,3	£
Vehicle Sales	2,3	£
Veterinary Nursing	3	£
W		
Warehousing and Storage	2,3	£
Water Process Technician	3	£
Welding	2,3	£
Workplace Pensions (Administrator or Consultant)	3	£
Youth Work	2,3	£

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Telford & Wrekin Council

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FAQ's around Apprenticeships for Managers and Team Leaders

Introduced: November 2017

Reviewed:



**Telford & Wrekin
COUNCIL**

Apprenticeships

- What is an apprenticeship?
- Who can be an apprentice?
- What is the difference between a standard and a framework?
- What standard or framework do you want the apprentice to follow?
- How long does an apprenticeship take to complete?
- What is the apprenticeship levy?
- How much levy funding does my service area or school have available?
- Who pays for the training?
- How much does the apprenticeship training cost?
- What can you use the levy for?
- What does 20% off-the-job training mean?
- What does end point assessment mean?
- What are Functional Skills?
- How do I best support my apprentice?

Upskilling Employees

- Can I use the levy funds to offer apprenticeships to existing staff?
- How do I nominate an employee for upskilling?

Apprenticeship Posts

- How do I recruit an apprentice?
- Who carries out the recruitment process?
- When can I advertise an apprenticeship post?
- What information do I need to provide in order to advertise the apprenticeship?
- Who carries out the shortlisting of applicants?
- Who will organise the interview process?
- What happens to non-successful candidate?
- Who will complete the recruitment paperwork?
- How do I approach the management of my apprentice?
- Allocating a buddy for your apprentice?
- Who serves the apprentice notice and carries out exit interviews?
- What happens to my levy allocation if an apprentice leaves?

What is an apprenticeship?

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 to a maximum of 4 years and range from Level 2 to Level

Name	Level	Equivalent education level
Intermediate	2	5 GCSE passes
Advanced	3	2 A Level passes
Higher	4, 5, 6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or master's degree

Eligibility

Apprenticeships are available to anyone over the age of 16, not in full-time education and living in England. The apprenticeship will allow the individual to combine working with studying to gain skills and knowledge in a specific job.

If an individual holds a degree they will be eligible for an apprenticeship at any level, however the apprenticeship **must** provide the individual with substantive new skills, you must be able to evidence that the content of the training is materially different from any prior qualification or apprenticeship

What is the difference between a standard and a framework?

Under recent Apprenticeship reforms, new Apprenticeship Standards will replace the old specifications for Apprenticeship frameworks in England.

Some of these new standards are already available for delivery, so at present there is a cross over period where some new standards are being delivered alongside the existing framework. However, once a new standard is in place the framework which it replaces will be discounted as soon as it's practical to do so.

What standard or framework do you want the apprentice to follow?

The website below will allow you to search for apprenticeship standards or frameworks –

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

How long does an apprenticeship take to complete?

Different apprenticeships take different amounts of time to complete depending on level, industry sector and employer. However all apprenticeships **must** be for a period of at least 12 months.

What is the apprenticeship levy?

The apprenticeship levy which came into effect on 6 April 2017 for all UK employers that pay more than £3 million in wages, these employers are now liable to pay 0.5% of their pay bill into the levy.

Employers can then use this levy – to which the government adds an extra 10% - to spend **only** on apprenticeship training.

How much levy funding does my service area have available?

The levy has been allocated to services based on their workforce plans, please contact your Assistant Director to find out how much levy funding your service has available.

How is the training paid for?

Once the apprenticeship training has started, monthly payments will be sent from the levy to the provider, this process is managed by Organisational Delivery & Development (ODD).

How much does apprenticeship training cost?

ODD will procure standards and frameworks from providers on behalf of services. A provider must be registered with the SFA (Skills Funding Agency). The cost of each standard/framework has been capped by the SFA and depends on the level and how technical it is.

The new apprenticeship funding system is made up of 15 funding bands, with the limit of those bands ranging from £1,500 to £27,000.

Further details around the funding bands attributed to specific apprenticeships can be found here - <https://www.gov.uk/government/publications/apprenticeship-funding-bands>

What can you use the levy for?

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.

Funds cannot be used to pay for other costs associated with your apprentices such as wages, statutory licences to practise, travel and subsidiary costs, work placement programmes or the setting up of an apprenticeship programme

Full details of the apprenticeship funding rules can be found here –

<https://www.gov.uk/government/publications/apprenticeship-funding-and-performance-management-rules-2017-to-2018>

What is off-the-job training?

Apprenticeships must 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.

It is important that the off-the-job training is directly relevant to the apprenticeship standard or framework and could include-

- Teaching of theory such as online learning, lectures or simulation exercise
- Practical training such as mentoring and shadowing
- Learning support and time spent writing assessments and assignments

Off-the-job training does not include –

- Studying for english and maths qualifications (up to level 2)
- Progress reviews or assessment needed for an apprenticeship standard or framework
- Training which takes place outside the apprentice's paid working hours

It is up to the employer and the provider to decide when the training is best delivered. This will depend on what is best for services and the apprentice and on the technical or theoretical requirements of the apprenticeship standard.

What does end point assessment mean?

As well as containing a programme of training all apprenticeship standards must contain an end point assessment. An independent organisation must be involved in the end-point assessment of each apprentice.

ODD will select an organisation from the “register of apprentice assessment organisations” to conduct the independent end-point assessment of apprentices, the cost for this will be funded through the levy.

What are functional skills?

Functional Skills are applied practical skills in English, Maths and ICT that provide the individual with the essential knowledge, skills and understanding to enable them to operate effectively and independently in life and work.

All individuals undertaking an apprenticeship will need to complete relevant functional skills as part of their programme or to prove their exemption, the functional skills assessments will be arranged by ODD and the apprenticeship provider.

How do I best support my apprentice?

Remember, an apprentice is with you because they want to be and that you value their role within your team. They have made an active choice to learn on the job and a commitment to a specific qualification. You should build on this commitment and give them the appropriate levels of the support they will need to succeed.

A manager can do this by –

- Giving your apprentice a clear outline of expectations and a safe supportive environment to learn and develop.
- Encouraging the apprentice to own and drive their development and seek feedback to self-assess their performance
- Ensuring your apprentice has received a comprehensive induction to their role
- Providing the apprentice with a designated “buddy” where an experienced member of the team will assist and support the apprentice
- Take an active part in the review of progress and end point assessment in partnership with the training provider and end point assessment organisation

ODD will also provide advice and guidance to the apprentice if needed.

Useful Links

[Apprenticeship Intranet page](#)

[Apprenticeships Website](#)

[Telford and Wrekin Council Apprenticeships](#)

Useful Contacts

Apprenticeship Queries

Email – apprenticeships@telford.gov.uk

Upskilling Employees

Can I use the levy funds to offer apprenticeships to existing staff?

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 employees.

The apprenticeship is subject to a minimum length so you must make a commitment of at least 12 months for the employee to complete the apprenticeship, and involve at least 20% off-the-job training.

How do I nominate an employee for upskilling?

To begin the process we will provide nominated employees with a short application form to complete.

The application form must be completed so that the provider can ensure that the employee has the minimum qualifications to commence the apprenticeship training.

The provider will also assess the employee's qualifications to ensure that there is a clear skills gap between this and the apprenticeship training that is being applied for.

Please email the completed form to apprenticeships@telford.gov.uk

Apprenticeship Posts

What pay will an apprentice receive?

An apprentice must be paid at least the minimum wage rate, below is a list of all current rates. These rates are for the National Living Wage and the National Minimum Wage and the rates change every April.

Year	25 and over	21 to 24	18 to 20	Under 18	Apprentice
April 2017	£7.50	£7.05	£5.60	£4.05	£3.50

Apprentices are entitled to the apprentice rate if they're either:

- aged under 19
- aged 19 or over and in the first year of their apprenticeship

Example An apprentice aged 22 in the first year of their apprenticeship is entitled to a minimum hourly rate of £3.50

Apprentices are entitled to the minimum wage for their age if they both:

- are aged 19 or over
- have completed the first year of their apprenticeship

Example An apprentice aged 22 who has completed the first year of their apprenticeship is entitled to a minimum hourly rate of £7.05

For higher level apprenticeships which work towards more advanced qualifications, you may wish to pay the apprentice more than the minimum wage rate. It is the responsibility of the recruiting manager to decide upon the appropriate salary for the apprenticeship post and fund this.

How do I recruit an apprentice?

To begin the recruitment process for an apprenticeship post **please email apprenticeships@telford.gov.uk**

Who carries out the recruitment process?

The recruiting manager will be responsible for organising and carrying out the recruitment process in line with the Council's Recruitment & Selection Policy.

For this process the ODD team support will include –

- Advertising posts – T&W Council Webpage, Facebook, Twitter, Job Box
- Arranging functional skills assessments for applicants where applicable

When can I advertise an apprenticeship post?

At present apprenticeships posts can be advertised as and when identified by schools.

What information do I need to provide in order to advertise the apprenticeship?

ODD will support the advertising of all apprenticeships posts, In order to advertise any apprenticeship managers will need to provide the Organisational Delivery & Development team (ODD) with the following documentation –

- Job Advert
- Job Description
- Salary Information
- Person Specification
- Number of posts available
- Closing Dates

Who carries out the shortlisting of applicants?

The recruiting manager will be responsible for shortlisting candidates and will need to notify the Organisational Delivery & Development (ODD) team of their decisions. The team will then inform the applicants of the recruiting manager's decision. The manager will have **5 working days** to return the shortlist information to the ODD team.

Who will organise the interview process?

Managers are expected to develop and carry out the recruitment process in line with the Telford & Wrekin recruitment policy and guidelines.

Managers will be responsible for carrying out the interview process. Managers will still need to notify the ODD team of appointments so that we can arrange with providers to deliver the apprenticeship.

What happens to unsuccessful candidates?

Managers will need to notify ODD of any unsuccessful applicants so they can be referred to The Job Box. The Job Box offers a range of support services to everyone looking for information, advice and guidance on finding a new job or training opportunity.

Who will complete the recruitment paperwork?

The recruiting manager will be responsible for completing all the relevant paperwork following the appointment of their apprentice.

Please refer to recruitment guidance as set out on the Council's Recruitment and Selection Intranet page –

<http://ecouncil/Finance/EmploymentServices/Pages/RecruitmentAndSelection.aspx>

How do I approach the management of my apprentice?

Some apprentices may be relatively new to the world of work. How they are managed might require a little more time commitment. Just like your other employees, good management and supervision will help the person to develop more quickly, but this is also providing support to the individual, in terms of building up their confidence and demonstrating that they can play a positive role in the world of work.

You must ensure that the apprentice gains the workplace experience needed to develop the skills and knowledge included in their apprenticeship training programme. It is useful for the manager to have regular reviews with their apprentice to monitor their progress and see how they are coping with the tasks they are required to perform.

All apprentices must be managed in line with all Council employee policies and procedures, please refer to the HR intranet pages or your HR Business partner for further advice and guidance. Further information around the following policies can be found on the Council's HR intranet pages –

[Absence Policy](#)

[One to One Framework](#)

[Performance](#)

[Induction Checklist](#)

Allocating a buddy for your apprentice?

All apprentices will need to have a buddy allocated to them whilst they are on their apprenticeship. Ideally this person must be someone who is doing a similar role to the apprentice and be based in the same work environment/office. The nominated buddy will need to have appropriate communication and interpersonal skills.

A buddy will be a member of staff who has agreed to be a point of contact for the apprentice and who can provide informal guidance and encouragement. The buddy should be enthusiastic and engaging, and should also be supportive to the new member of staff. It is also important that the roles and responsibilities of the manager and the buddy are clearly set out.

The nominated buddy might typically take on the following tasks to help the new apprentice settle in –

- Show the member of staff around the building, pointing out key facilities and introducing them to other members of staff within the team
- Be available to answer immediate routine questions of a general nature in a friendly, supportive and confidential manner
- Provide information on how the working area operates, along with its policies and procedures
- Help the new apprentice understand any particular working practice or activities

Who serves the apprentice notice and carries out exit interviews?

The manager will carry out this process in line with HR policy for leavers as for any other employee in their team. Leaver's procedure guidance can be found on the Council's intranet page –

<http://ecouncil/Co-operativeCouncilDelivery/HRAdvisory/Pages/LeavingEmployment.aspx>

What happens to my levy allocation if an apprentice leaves?

If the apprentice leaves their post during the apprenticeship the payments to the provider will cease.

Apprenticeship Standards/Frameworks

Qualification	Level	Cost	Duration	Approved for delivery
School Business Professional	4	£6000	18 Months	Yes
Teaching Assistant	3	TBC	18 Months	No
Teacher	6	£9000	12 Months	Yes
Supporting Teaching and Learning in Schools	3	£2500	12 Months	Yes
Supporting Teaching and Learning in Schools	2	£2000	12 Months	Yes
Supporting Teaching and Learning in Physical Education and School Sports (Telford Sports Partnership programme)	3	£3000	12 Months	Yes
Children and Young Peoples Workforce- Early Years Educator	3	£2500	20 Months	Yes
Children and Young Peoples Workforce	2	£2000	12 Months	Yes
Catering and Professional Chefs – Food Production and Cooking	2	£2000	12 Months	Yes
IT, Software, Web and Telecoms Professionals	2	£4000	12 Months	Yes
IT, Software, Web and Telecoms Professionals	3	£9000	12 Months	Yes
Business Administration	2	£2000	12 Months	Yes
Business Administration	3	£2500	12 Months	Yes
Activity Leadership	2	£2000	12 Months	Yes

