

**TELFORD & WREKIN COUNCIL  
SCHOOLS FORUM 17 JANUARY 2019  
ALLOCATION AND IMPLEMENTATION OF THE APPRENTICESHIP LEVY 2018/19 - SCHOOLS  
REPORT OF CALUM O'SULLIVAN – LEARNING AND DEVELOPMENT FACILITATOR  
ORGANISATIONAL DELIVERY & DEVELOPMENT**

**Overview**

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 paybill which is then topped up by an additional 10% by the Government, which equates to a total of 0.55% of the paybill.

The Council currently holds an apprenticeship levy of approximately £220,000 per annum for our 42 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.

Last year we were able to successfully support schools in utilising apprenticeship training to address needs or gaps within their workforce. Through the allocation of the apprenticeship levy for financial year 17/18 a total of 101 apprenticeships were delivered across our 42 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
- 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 – 2018/19 Levy**

Against the **£220,000** and as of January 2019, we are projecting a committed spend of approximately **£60,000** leaving a balance of **£160,000**.

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.

We have provided schools with relevant literature offering guidance and support on how to utilise levy allocations for schools. Other actions that have been taken to improve communication and support around the levy include:

- Email communications sent out in September and December specifically targeted at providing information around the apprenticeship levy and the support available to encourage utilisation of funds. Documentation attached to these emails included A-Z list of all available apprenticeship standards, list of apprenticeship standards specifically used in a school setting and FAQ guidance around apprenticeships.
- Attendance at a number of meetings including cluster groups and business manager's network.
- Individual meetings with a number of Head teachers and designated contacts.

**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 2019** 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 18/19 then all funding will be allocated
- However if the total cost of all bids is greater than the remaining levy pot for financial year 18/19, 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 **Calum O'Sullivan Ext 80073** or **Calum.O'Sullivan@telford.gov.uk**