

Apprenticeship checklist for Governors
A self-assessment tool for governing bodies
and secondary schools



APPRENTICESHIPS

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www.apprenticeships.gov.uk/summary/resources

Apprenticeship checklist for Governors

This quick checklist will help governing bodies to develop their role in advising head teachers and senior leadership teams on the strategy for careers guidance in their schools, specifically in relation to apprenticeships.

The government has committed to supporting 3 million new apprenticeships by 2020. The creation of so many job opportunities coupled with the introduction of new degree apprenticeships will mean that young people will have more options available to them than ever before. It is important that all schools give equal access to all students about the post-16 and post-18 options, including apprenticeships, so that they and their families can make informed decisions about their future and feel well prepared for the next stage of their life.

We have put together a suggested list of 20 questions to raise at your next governing body meeting so that you can self-assess how well you are fulfilling your statutory duties regarding careers and inspiration guidance.

Governing body strategic support

	Yes	No	Not sure
1. Do apprenticeships feature in your School Development Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does your governing body set targets and measures regarding apprenticeships?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does your governing body have an identified governor with responsibility for overseeing the school's careers provision, including apprenticeships?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your governing body seek out opportunities to speak with students about their experience of the school's careers provision and the inclusion / prominence of apprenticeships?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do apprenticeships feature as part of the CPD programme for teachers and governors to enable them to build their knowledge and confidence in the offer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Government policy and Ofsted

	Yes	No	Not sure
6. Is your governing body aware of the Ofsted requirements regarding apprenticeships as published in the careers and inspiration statutory guidance, March 2015? More info here: http://tinyurl.com/o4lxw7h	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is your governing body aware of the recent government developments and new opportunities for students to achieve a full honours degree and professional accreditation (at zero cost) through the new degree apprenticeship pathway?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are members of your governing body with links to local employers / the local labour market bringing information and intelligence to the school about apprenticeship employment opportunities and local and regional priorities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Impartial Information, Advice and Guidance and engaging employers

	Yes	No	Not sure
9. Are all students in Years 11, 12 and 13 given access to information about apprenticeships, regardless of their academic ability and planned/intended destination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are all students routinely encouraged to register on 'Find an Apprenticeship*' and supported to use this free resource throughout the year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Find an apprenticeship is the free government website of more than 27,000 apprenticeship jobs. Visit www.findapprenticeship.service.gov.uk/apprenticeshipsearch

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	Yes	No	Not sure
11. Does your school invite local employers offering apprenticeship schemes in to talk to students and parents and report this to the governing body?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is the information that is given to students about apprenticeships repeated and updated at various points throughout the year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Does your school include impartial information about apprenticeships for students and parents as part of post-16 and post-18 guidance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Does your school invite past students who are now apprentices to visit and speak to current students, staff and parents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Does your school invite local training providers (both private training providers and FE Colleges) in to your school to speak to students about apprenticeships?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Student progression and destination tracking

	Yes	No	Not sure
16. Does your school report to the governing body about how many students have progressed to apprenticeships in recent years and which companies they are with?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Does your school celebrate students that have progressed into an apprenticeship as well as those who have gone onto University?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Free support for your school and governing body

	Yes	No	Not sure
18. Is your school accessing the free support currently available through the National Apprenticeship Service Get In Go Far campaign? Support includes:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Workshops for students • New apprenticeship films • Free employer events through the Chamber of Commerce • Webinars for teachers and governors • The Apprenticeship Pack for 16-19 year olds 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Would your governing body like some more help to ensure that your school is supporting apprenticeships in the best way possible and accessing all of the free resources and support available? If yes, please email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hello@AmazingApprenticeships.com">Hello@AmazingApprenticeships.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Have you seen our latest film promoting apprenticeships and the exciting range of job opportunities available? If no, please visit:			
www.AmazingApprenticeships.com			

Feedback

We would really welcome your feedback. If you have any questions about the project, please contact:

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