

Apprenticeship checklist for Governors

Supporting your school to meet their statutory requirements



This 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.

Young people have more options available to them than ever before. It is important that all schools give equal access to all students about 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 help you to assess how well you are fulfilling your statutory duties regarding careers and inspiration guidance.

Governing body strategic support

1. Do apprenticeships feature in your School Development Plan?
2. Does your governing body set targets and measures regarding the number of students progressing into apprenticeships as a destination?
3. Does your governing body have an identified governor with responsibility for overseeing the school's careers provision, including apprenticeships?
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?
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?

Yes **No** **Not sure**

Government policy and Ofsted

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>
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 apprenticeship pathway?
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?

Yes **No** **Not sure**

Impartial Information, Advice and Guidance and engaging employers

9. Are all students given access to information about apprenticeships, regardless of their academic ability and planned/intended destination?
10. Are all students routinely encouraged to register on 'Find an Apprenticeship*' and supported to use this free resource throughout the year?

Yes **No** **Not sure**

*Find an apprenticeship is the free government website of more than 27,000 apprenticeship jobs.

Visit www.gov.uk/apply-apprenticeship

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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. Is your school aware of its legal duties under the Baker Clause, which came into effect in January 2018? See guidance sheet https://tinyurl.com/Y59PENXT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Does your school invite local training providers (both private training providers and FE Colleges) in to your school to speak to students about apprenticeships and other pathways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Student progression and destination tracking

17. 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?

18. Does your school celebrate students that have progressed into an apprenticeship as well as those who have gone onto full-time University?

Yes No Not sure

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Free support for your school and governing body

19. Is your school accessing the free support available through the Department for Education's Apprenticeship Support and Knowledge for Schools and Colleges programme (ASK)? www.amazingapprenticeships.com:

20. 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:
hello@amazingapprenticeships.com

Yes No Not sure

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>