

Developing a whole school approach to apprenticeships

A guide for Senior Leadership Teams

Why apprenticeships?

When you hear the word 'apprenticeships', many schools will naturally think about how this is relevant to their careers strategy for their pupils. However, it is also important that Senior Leadership Teams reflect on the budgetary implications of the apprenticeship levy, the opportunities for their own school staff training and development through the apprenticeship offer and the benefits of building relationships with local businesses.

Apprenticeships have changed significantly over the last few years and are currently developing at a rapid pace. It is critical for schools to keep themselves up to date and to understand how they can benefit all of their pupils and staff, regardless of their academic ability. From level 2 (intermediate) up to level 7 (masters) there are a range of different apprenticeship standards available for the vast majority of job roles.

This short guide will cover the latest information regarding the following topics and provide useful prompts for self-evaluation and links for further reading:

- Schools' statutory responsibilities regarding careers
- Staff knowledge of apprenticeships
- Apprenticeship funding
- How your schools can benefit from apprenticeships



Careers Strategy requirement

The government's Careers Strategy, published in December 2017, identifies the 8 Gatsby Benchmarks as the gold standard for careers provision in England. Schools are expected to use the Benchmarks to develop their careers programme and fulfil their statutory duty to provide their pupils with independent careers guidance on the full range of education and training options, including the Government's flagship apprenticeship and traineeship programmes. Schools must also publish information about their careers programme, including the name of their Careers Leader.

Stay up to date with current requirements

- Download and read the [statutory guidance for schools on providing careers guidance](#)
- Download and read the [Careers Strategy](#)
- Refresh your knowledge of the [Gatsby Benchmarks](#)
- Are you familiar with the requirements of the new Ofsted Education Inspection Framework (EIF) [Schools Handbook](#)?

Ask your Careers Leader about your school's progress against the 8 Gatsby Benchmarks

- Do they use the Gatsby Benchmarks to develop and improve the school's careers provision?
- Is your school action plan ambitious, creative and well supported by SLT?
- Do all pupils receive unbiased information about potential next steps and high-quality careers guidance?
- Are you making good use of your Enterprise Adviser to strengthen employer links and guide the careers strategy for your school?
- Is your school making use of the [ASK programme](#)? ASK is fully funded by the National Apprenticeship Service, part of the Department for Education

Developing a whole school approach to apprenticeships

A guide for Senior Leadership Teams

The Baker Clause

The 'Baker Clause' came into effect in January 2018 to make sure that every pupil is well informed about their future options at every stage. Through this amendment to the Education Act 1997, schools must:

1. Give education and training providers the opportunity to talk to all pupils in years 8 to 13 about approved technical qualifications and apprenticeships
2. Have clear arrangements in place to ensure that all pupils have opportunities to hear from providers of post-14, post-16 and post-18 options at, and leading up to, important transition points.
3. Prepare a policy statement setting out the circumstances in which providers will be given access to pupils, and ensure that the statement is followed. The policy statement must be published and must include any procedural requirements in relation to access requests, grounds for granting and refusing access and what providers can expect once granted access.

Check that your school is compliant with the requirements of the Baker Clause

- Do you have a provider access statement on your website?
- When was it last reviewed?
- View the example policy statements provided at the back of the [statutory guidance for schools](#) Alternatively, the Careers and Enterprise Company provide three examples on their [website](#).

Options for pupils and their families

We know that parents and families trust schools to alert them to important information at the appropriate time. We also know that the cost of full-time university study is a significant concern to many families across the country and that there are an increasing number of young people who are questioning whether full-time university is going to be the right option for them.

The alternative progression routes through apprenticeships, including degree apprenticeships, mean that families now have more options and it is only fair that they are supported to consider these choices and also the timescales involved.

It is important that students and their families are given equal access to information about apprenticeships throughout their school journey, as they would be full-time university, to enable them to explore their options.

Assist families to become well informed

- Are you confident that apprenticeships are genuinely discussed as an alternative option with students at regular points in their school journey?
- Do parents receive regular, high quality information about apprenticeships?
- Have you asked parents for ideas about other ways that they might like to receive information about apprenticeships?

Access fully funded support from the Department for Education

- Does your school make use of the Apprenticeship Support & Knowledge for schools and colleges programme ([ASK](#))?
- Are you aware of the [range of support](#) available to your school?
- Do you access the [free resources](#) provided including the monthly Parents' Pack and translated apprenticeship factsheet for parents?

Developing a whole school approach to apprenticeships

A guide for Senior Leadership Teams

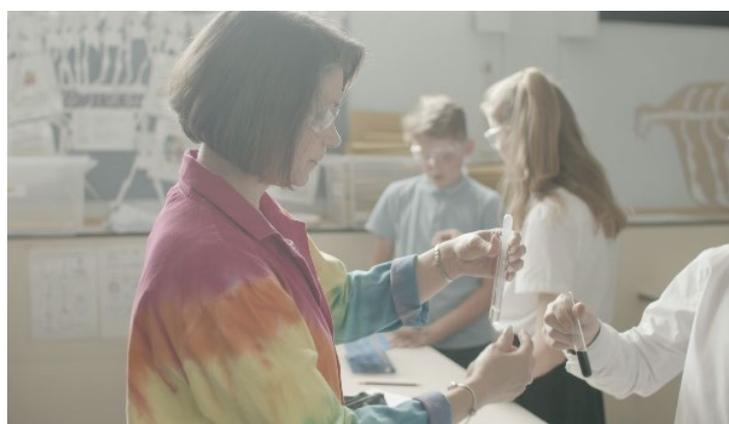
Staff knowledge and awareness

Many teachers will have followed a traditional career path of completing A Levels, studying full time at university, undertaking teacher training and then securing a teaching position. It is understandable therefore that they may not be knowledgeable in regard to apprenticeships and may feel uncomfortable or uncertain in how to advise and support their students.

If your Careers Leader has participated in the Careers Leader training they will have received information about apprenticeships to share with colleagues. However, it is a good idea to ensure that all staff have a sound baseline knowledge of apprenticeships and that those supporting students at critical junctions in their lives (post-16 and post-18 choices) feel very confident in how to advise and signpost effectively.

Help staff to feel confident and knowledgeable

- Are staff encouraged to understand apprenticeships and to discuss these as options with the students that they support?
- Do you provide opportunities for staff to hear from apprentices and employers to expand their knowledge of apprenticeships?
- Do staff recognise that apprenticeships could be suitable for students of all abilities, including those that may struggle academically as well as those for whom you might have traditionally assumed that full time university was their best/only route?
- Do you access support through the Department for Education's [ASK programme](#) for your staff?



The apprenticeship levy

In April 2017, the government changed the way it funds apprenticeships in England. Any employer with an annual paybill in excess of £3m is now required to contribute to an apprenticeship levy. Many schools may not realise that they are paying into this apprenticeship levy because, as an individual school, their paybill is less than £3m.

However, if the employer of the staff in your school is a local authority, a governing body which controls more than one school, or a multi-academy trust (MAT) with an annual paybill of more than £3 million, you may contribute to the levy through them.

Additionally, there have been changes to funding for apprenticeships for all employers meaning that apprenticeship training and assessment could be 100% funded by the Government. 95% funded by the government (with a 5% contribution by the employer), or funded through levy-transfer which is where another employer can transfer their levy to an organisation.

Apprenticeship funds that are paid into the levy pot accumulate over time and funds in an apprenticeship service account will expire 24 months after they enter it if unspent.

Discover your apprenticeship funding model

- Have you checked with your payroll provider to find out if your school is paying into the apprenticeship levy or not?
- If you are, have you accessed guidance and advice from them about how you can go about benefiting from the levy and accessing funds to support staff development costs through apprenticeships?
- Have you read the Government's guidance on the apprenticeship levy?
- If you do not pay the apprenticeship levy, have you spoken to a local apprenticeship training provider or your Local Enterprise Partnership (LEP) about how apprenticeships could benefit your school?

Developing a whole school approach to apprenticeships

A guide for Senior Leadership Teams

Apprenticeships for the school workforce

Thousands of schools across England are benefitting from apprenticeships to recruit new staff. Did you know that apprenticeships can also be used to retrain or upskill existing staff of all ages and levels of experience, in a wide variety of roles?

There are hundreds of different apprenticeships to select from. Here are some of the most popular apprenticeship standards that schools are using:

- Teacher (post-grad)
- School Business Professional
- Teaching Assistant
- Chartered Manager
- Business Administrator
- Laboratory Technician
- Data Analyst
- Digital Support Technician
- Facilities Manager

Maximising the apprenticeship offer

- Have you read the Department for Education's [Guide to Apprenticeships for the School Workforce?](#)
- Have you mapped your planned staff development programme against available apprenticeship standards?
- Have you looked at any [case studies](#) of other schools to see how they are benefitting from apprenticeships for their workforce?
- Have you visited the [Institute for Apprenticeship and Technical Education website](#) to see the range of apprenticeship standards available?

The benefits of apprenticeships in the workforce

The benefits of utilising apprenticeships in your school workforce are limitless. Below we have included just some of the examples of benefits that schools across England have shared with us.

Training that meets the needs of your school

Apprenticeships are a fantastic way to access training and for developing teachers and support staff. Your training provider will work with you to adapt and design the programme so that it truly meets the needs of your school.

Boost staff morale

Schools that invest in apprenticeships will find that it increases morale within their workforce amongst employees who are undertaking valuable CPD.

Budget savings

Many schools have reviewed their budget spending on staff training and development and have found that some programmes can now be funded through apprenticeships including teacher training and leadership and management programmes.

You are leading by example

By investing in apprenticeships for your school workforce you are showing your entire school community, including pupils, teachers, parents and governors that you invest in the continuous improvement of your staff and that apprenticeships are a credible way to support individuals to progress their careers.

Find out more

Contact the National Apprenticeship Service helpline on: 08000 150 600.

Developing a whole school approach to apprenticeships

A guide for Senior Leadership Teams

Useful apprenticeship resources

| | | |
|--|---|---|
| <p>Apprenticeship Support & Knowledge for schools and colleges (ASK) programme</p> |  | <p>The ASK programme is fully funded by the National Apprenticeship Service, part of the Department for Education and entitles every school in England with students in years 10 – 13 access to a bespoke apprenticeship support package, plus additional resources for students in Key Stage 3. Support also includes workshops for parents and staff training and development sessions. To find out more visit www.amazingapprenticeships.com</p> |
| <p>Governor's Apprenticeship Checklist</p> |  | <p>A two-page checklist containing 20 important questions for the Senior Leadership Team and Governing Body to use for self-evaluation of apprenticeship information within the careers strategy for your school. To access the checklist visit www.amazingapprenticeships.com/resource/apprenticeship-checklist-for-governors</p> |
| <p>Monthly Parents' Pack</p> |  | <p>A monthly publication through Amazing Apprenticeships that engages and inspires parents to find out more about apprenticeships. Simply subscribe to the Amazing Apprenticeships newsletter and you will receive a copy of the monthly publication, which you can share directly with parents through your website, parent mail and on social media. To sign up to the newsletter visit www.amazingapprenticeships.com/newsletter</p> |
| <p>Translated Parents' Factsheet</p> |  | <p>The Parents' apprenticeship factsheet has been translated into 7 languages including Arabic, Latvian, Pashto, Romanian, Urdu, Polish and Punjabi. Download and use these resources by visiting the Amazing Apprenticeships website www.amazingapprenticeships.com/resources</p> |
| <p>101 Amazing Apprenticeship Activities for your school</p> |  | <p>This guide contains 101 apprenticeship activity ideas for your students, staff and parents. Activities start at 5 minutes and introduce lots of fun ideas to engage your different audiences in understanding apprenticeships in more detail. To access the booklet visit www.amazingapprenticeships.com/resource/101-amazing-apprenticeship-activities-for-schools</p> |
| <p>Apprenticeships for the school workforce guidance page</p> |  | <p>This page has been set up to help schools to quickly find the information that they need regarding apprenticeships for the school workforce. Click on this link to access guides, webinar recording and more. www.amazingapprenticeships.com/school-workforce</p> |