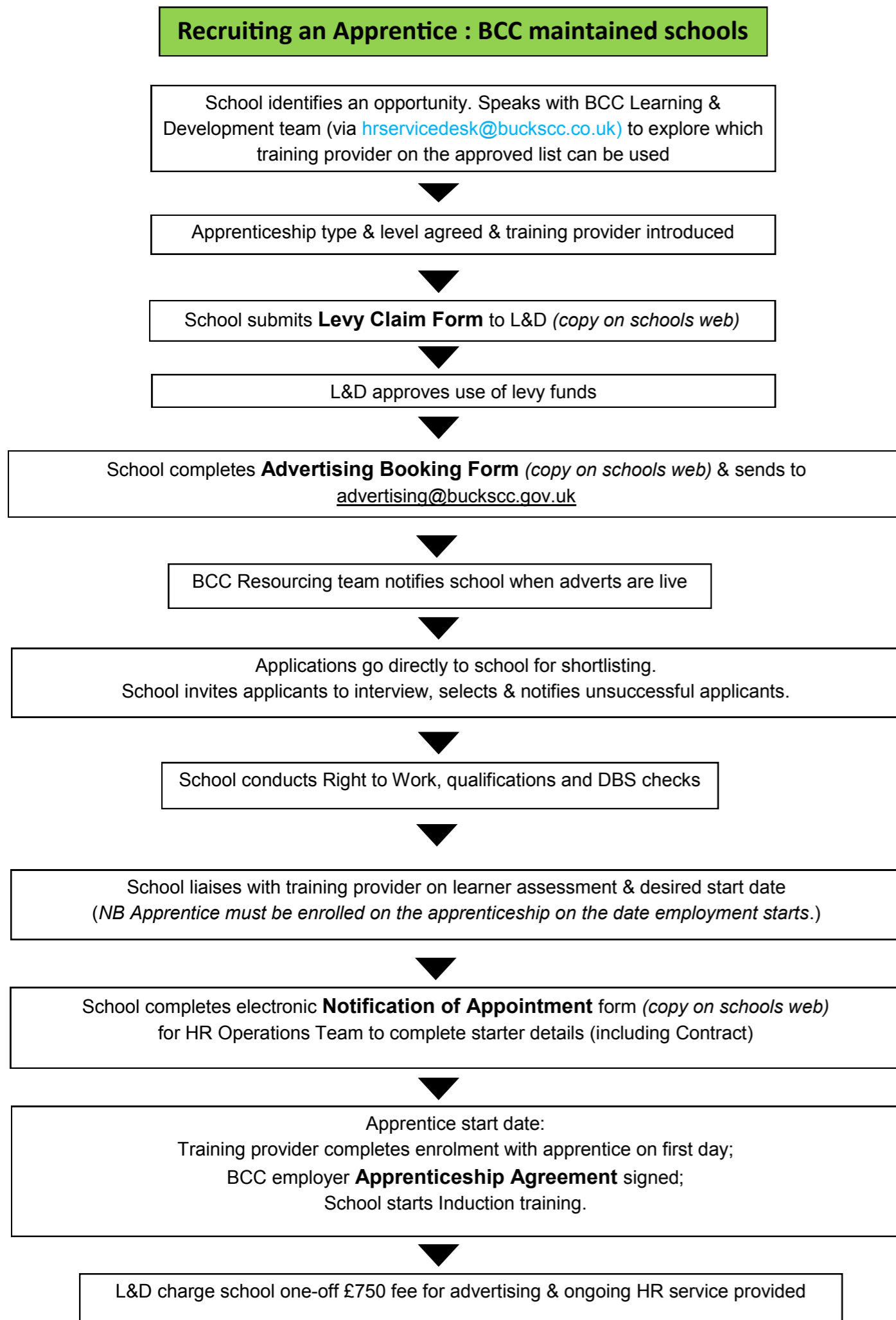


Recruiting an Apprentice : BCC maintained schools



APPRENTICESHIPS - A GUIDE FOR SCHOOLS

Apprenticeships are work-based learning programmes, designed by employers, that are linked directly to job roles. They give an employee the chance to receive structured, high quality training in the workplace and the opportunity to work towards a nationally-recognised qualification.

Apprenticeships are offered at different levels making them appropriate for a wide group of people - from those at the beginning of their careers to staff already working in schools looking to gain new skills and qualifications. This route is now regarded by many businesses as a viable alternative to Higher Education.

BCC maintained schools can use their Apprenticeship Levy to fund the training element of apprenticeships.

APPRENTICESHIPS CAN SUPPORT THE FOLLOWING ROLES

Post Grad Trainee Teacher	Receptionists
Business Managers	Nursery staff
Teaching Assistants	Playworkers
Office Staff	Caretakers
IT Support staff	Lab Technicians
Head Teachers	Finance Officers

92% of employers who employ apprentices believe that Apprenticeships lead to a more motivated and satisfied workforce.

Source: National Apprenticeship Service

Costs for a New Apprentice Role

In the first year of an apprenticeship, regardless of the apprentice's age, the BCC apprentice wage is £3.79/hr. From 12 months onwards we must pay age-related National Minimum Wage (see <https://www.gov.uk/national-minimum-wage-rates>)

Example costs:

School contract of 35 hours/week, for 38 weeks per year; plus 5 weeks holiday = 0.7827 Full Time Equivalent.

FTE x full time annual apprentice salary @ £3.79/hr = **£5,704 p.a**

Training fees are fully funded by schools apprenticeship levy.

If your apprentice is aged between 16-18, you will also receive a Government Incentive payment of £1,000 over the term of the apprenticeship.

FREQUENTLY ASKED QUESTIONS

Is there a maximum age for apprentices?

No. Staff of any age can embark on an Apprenticeship programme.

What would our commitment be as an employer?

Apprentices must have a contract of employment and a job description.

They should generally work a minimum of 30 hours per week. (Less can be negotiated)

They must be paid the apprentice wage for the hours that they are employed and whilst attending training and assessments.

They must be supervised, mentored and supported by the employer during their Apprenticeship programme.

They must be allowed to spend 20% of their time learning new skills, off-the-job, during working hours.

Can I offer existing staff an Apprenticeship?

Yes! Apprenticeships are an excellent way for staff to gain a nationally-recognised qualification which relates directly to their job role. It demonstrates to employees that you are investing in their future.

Contact hrservicesdesk@buckscc.gov.uk for advice on how to upskill, and complete a Levy Claim form.

How do I recruit a new apprentice?

See the flowchart on the last page of this leaflet for the steps needed.

Where can I see the different types of Apprenticeships that are available?

The Government website has the current list of Apprenticeship Standards that are approved & available, and also ones that are in development. <https://www.instituteforapprenticeships.org/apprenticeship-standards/>

See page 3 of this leaflet for apprenticeships that BCC can currently offer to schools.

Will I have to pay for the training?

Training costs for BCC Maintained schools will be funded through the Apprenticeship Levy. You will need to make a claim to draw down these funds (see Schools web/ Apprenticeships for the form).

Can somebody do an apprenticeship if they already have a Degree?

Yes, as long as the apprenticeship is in a different subject to the Degree.

How much do I have to pay a new apprentice?

BCC pay new apprentices £3.79/hr. for the first year of their Apprenticeship, and age-related National Minimum Wage thereafter.

Wage values of existing staff are not affected if embarking on an apprenticeship training scheme.

Apprenticeship Training Programmes Currently Available

As new apprenticeship standards are made available we hope to extend this list.

You can keep up to date with which standards are available by going to <https://www.instituteforapprenticeships.org/apprenticeship-standards/>

Occupation Area	Role	Apprenticeship available	Levy Claim Amount*
Business & Administration	School Business Manager	School Business Professional (L4)	£6,000
	School Secretary/Office Manager	Business Administrator (L2 & 3)	£2,000/£5,000
		Operations/Departmental Manager (L5) Team Leader Supervisor (L3)	£9,000 £5,000
Management	Receptionist	Customer Service Practitioner (L2 & 3)	£2,000/£4,000
		Business Administration (L2 & 3)	£2,000/£5,000
Management	Head Teacher	Chartered Management Degree (L6)	£27,000
		MEd in Educational Leadership (L7)	£18,000
Childcare & Education	Teacher	Teacher (L6)	£9,000
	Teaching Assistant	Supporting Teaching & Learning in Schools (L2)	£2,500
		Teaching Assistant (L3)	£5,000
	Science Lab Technician	Laboratory Technician (L3)	£21,000
	Assistant Nursery Worker	Children & Young People's Workforce (L2)	£2,000
	Nursery Worker- Early Years	Early Years Educator (L3)	£2,500
Digital	Playworker (after school, lunchtime, holiday clubs)	Playwork (L2, L3)	£1,500/£2,500
		ICT Technician	IT Application Specialist (L2, L3)
Facilities	Facilities Manager/ Caretaker/Site Manager	Facilities Management Supervisor (L3)	£4,000
		Property Maintenance Operative (L2)	£9,000
Accounting & Finance	Finance Officer	Assistant accountant (L3)	£9,000
		Professional Accounting Taxation Technician (L4)	£9,000

* Subject to change in line with Government funding bands

