



## APPRENTICESHIP POLICY

### Rationale

- 1.1 The purpose of this Policy is to set out the approach City Council has adopted in relation to the promotion and use of all forms of Apprenticeships in the workplace including its community and voluntary controlled schools.
- 1.2 The policy also ensures that those involved in the recruitment, selection, mentoring and supervising of apprentices have clear guidance relating to their employment.
- 1.3 The policy will ensure consistency and parity in the engagement and deployment of all apprentices.

### Philosophy

- 2.1 The Apprenticeship Policy is designed to set out:
  - The aspirations of the City Council and its community and voluntary controlled schools.
  - The different forms of Apprenticeships.
  - The value of such placements to the workplace and workforce.
  - The process for engaging Apprentices.
  - How apprenticeships will support the City Council's and its schools' investment in the Apprenticeship Levy and how we will maximise apprenticeships to meet the government's public sector target.

### Scope

- 3.1 The Apprenticeship Policy for Liverpool Community and Voluntary Controlled Schools applies to all employees employed within those schools.

### The Apprenticeship Policy

- 4.1 The City Council has made a public commitment to having a diverse workforce offering opportunities to all its citizens. This extends to helping address issues relating to all forms of unemployment and improving the local skills base as key economic priorities for Liverpool. This commitment encompasses the workforce employed within the City Council's community and voluntary controlled schools.

- 4.2 A programme of placement opportunities within services across the City Council and its community and voluntary controlled schools is fundamental to delivering a skilled and representative workforce. These placements include Apprenticeships and work experience placements.
- 4.3 In light of the introduction of the national Apprenticeship Levy, all training programmes should be Apprenticeships, wherever this is possible. This includes new hires and existing employees. This is to enable the City Council and community and voluntary controlled schools to obtain full value for money from its compulsory investment in the Levy. School managers should seek advice from the School Apprenticeship Levy Co-Coordinator, based at School Improvement Liverpool

## Apprenticeships

- 4.4 Apprenticeships are open to both new and existing employees.
- 4.5 An apprenticeship is a job with an accompanying skills development programme. Apprentices gain the technical knowledge, practical experience and wider skills they need for their immediate role and future career. The apprentice gains this through a wide mix of learning in the workplace, formal off-the-job training and the opportunity to practice new skills in a real work environment.
- 4.6 Apprentices cannot be employed solely to deliver an apprenticeship; there must be the prospect of genuine jobs available in the roles in which they are developing skills.
- 4.7 The main rules governing what an apprenticeship is includes:
- An apprenticeship must be employed in a real job; they may be an existing employee or new hire.
  - The apprentice must work towards achieving an approved apprenticeship.
  - The apprenticeship training must last at **least 12 months**.
  - The apprentice must spend **at least 20%** of their time on off the job training.
- 4.8 Depending on the sector, job role, prior experience and qualifications, an Apprenticeship can take anything **between one and five years to complete**.
- 4.9 There are six levels of Apprenticeships available. The Apprenticeship level is equivalent to:

Apprenticeship Level	Equivalent Qualification
Level 2	5 GCSEs (Grades A* to C)
Level 3	2 A Levels
Level 4	Certificate of Higher Education
Level 5	Foundation Degree
Level 6	Bachelor's Degree
Level 7	Master's Degree

- 4.10 There are a broad range of occupations suitable for apprenticeships. Subject areas for school based roles include:
- Business.
  - Administration.
  - Finance and Law.
  - Information and Communication Technology.
  - Education and Training.
- 4.11 The structure of the training programme and end point assessment will be determined by the selected apprenticeship standard or framework.

## Value of Apprenticeships in the Workplace

- 5.1 Apprenticeships add real value to the workforce. Research has highlighted that:
- Apprenticeships help to deliver higher overall productivity.
  - Apprenticeships help to reduce staff turnover.
  - Employers believe apprenticeship programmes provide the skilled workers that they need for the future.
  - Apprenticeships help to support a more motivated and satisfied workforce.

## Recruitment of New Hire Apprentices

- 5.2 School Managers must follow normal school procedures for seeking approval to proceed with creating and recruiting to an Apprentice role. A job description and person specification must be prepared for any role.
- 5.3 Once a vacancy has been approved the School Apprenticeship Levy Coordinator must be contacted. The School Apprenticeship Levy Coordinator will advertise the role on the National Apprenticeship Service [Find an Apprenticeship](#) website and on [www.schoolimprovementliverpool.co.uk](http://www.schoolimprovementliverpool.co.uk). The school may also wish to advertise the role in other arenas, as determined by the school.
- 5.4 The School Apprenticeship Levy Coordinator will support Managers with identifying the approved qualification and the LCC approved training provider.
- 5.5 Support from the School Apprenticeship Levy Coordinator will include conducting follow up exercises with the approved training providers to check training is commencing at a determined timeframe, recording apprenticeship starts on the database; monitoring progress and scheduling end point assessments.

## Roles and Responsibilities

### ➤ The Role of School Managers

- 6.1 Once an Apprentice has been appointed, the role of the School Manager extends to:

- Ensuring an accurate Apprenticeship Agreement is provided to the apprentice and that all pre-employment checks are undertaken.
- Planning and organising a thorough Induction Programme.
- Planning and facilitating on-the-job training.
- Conducting regular Keeping in Touch meetings (KITs).
- Ensuring work load enables apprentices to gather evidence of demonstrating skills required and/or provide opportunities to practice under supervised conditions.
- Agreeing suitable times in which the Apprentices' Assessor can visit the work place to carry out assessments in line with the standards of the Apprenticeship.
- Approving paid time off for the individual to attend taught sessions and examinations delivered by the approved training provider, where necessary.
- Supporting the end point assessment. This may include sitting on an assessment panel, evaluating written assignments or projects or arranging for an independent colleague to take on the role.
- Raising any concerns around the delivery and/or achievement of the apprenticeship directly with the School Apprenticeship Levy Coordinator.
- Supporting the Apprentice with finding progression opportunities towards the end of the programme. This may include agreeing paid time off to attend interviews.

6.2 It is important that Managers recognise that Apprentices are learners and are employed to learn a role, study for qualifications, and gain valuable work experience.

6.3 Managers must provide an appropriate work programme for Apprentices and ensure that regular meetings are held with the Apprentices to discuss and assess progress. Managers may wish to appoint a team member as a workplace mentor to carry out this function.

6.4 Managers must ensure that Apprentices are given appropriate time to attend any external learning and training, including attendance at formal sessions and examinations as part of any agreed course of learning leading to an approved apprenticeship qualification.

➤ **The Role of the Apprentice**

6.5 The Apprentice is required to:

- Deliver the requirements of the post as set out in the Job Description.
- Sign the Apprenticeship Agreement.
- Be available for a Tutor when they attend the workplace.
- Attend learning sessions delivered by the training provider.
- Prepare and sit exams for their knowledge based qualifications if required.

- Be responsible for compiling their own vocational portfolio, assignments or work based project. Support will be available to undertake this work and some assignment work may be required outside of working time.

➤ **The Role of the Training Provider**

- 6.6 To advise on all aspects of the Apprenticeship training programme delivery and which optional units are best suited to the job role.
- 6.7 To deliver the training, assign associated work, and report back to the School Apprenticeship Levy Coordinator on progress and performance.
- 6.8 To ensure that national quality standards are met.

### Apprenticeship Employment and Contracts

- 7.1 Apprentices will be employed on normal school terms and conditions with specific variations in regards to funding for training and expectation of participating in the training offered.
- 7.2 **All Apprentices will be required to sign an Apprenticeship Agreement, confirming their commitment to the apprenticeship.**
- 7.3 Apprentices will be entitled to the same Annual Leave as other employees, if appropriate.

### New Hire Apprentices

- 7.4 All contracts will be on a minimum of either **Grade One (SCP 9)** on the City Council's pay spine OR the national recommended rate for apprenticeships or equivalent.
- 7.5 The rate of pay must be reviewed at the end of the first year. After completing the first year an apprentice must be paid at least the minimum wage rate for their age if aged 19 or over.
- 7.6 Contracts will be a **Fixed Term Training Contract** for a duration that aligns with their availability, training and attainment of the apprenticeship qualification (minimum of 12 months). This will be stated in their appointment documentation at the commencement of their Apprenticeship.
- 7.7 New hire apprentices will be paid a spot salary and are not entitled to annual increments or to any locally agreed allowances. Actual working hours and patterns of work will be discussed and negotiated between a Manager and Apprentice.
- 7.8 New hire apprentices are not eligible for compulsory redundancy at the end of their Apprenticeship.
- 7.9 New hire apprentices are not eligible for inclusion on the City Council's Redeployment Register, except for during any period of notice at the end of their employment.

7.10 Neither the School nor City Council can guarantee further employment for new hire apprentices and any vacant roles that become available must be applied for in the normal way in accordance with usual Recruitment and Selection Procedures.

7.11 A number of policies do not apply to new hire Apprentices, including the Pay Protection Policy, and the Service Review Policy and Procedure.

### Raising Awareness of this Policy

7.12 Existing employees who sign up for apprenticeships will continue to be bound by their normal terms and conditions of employment and will continue their employment as before once the apprenticeship ends.

### Raising Awareness of this Policy

8.1 We will raise awareness of this policy via:

- the school website
- meetings with parents
- school events
- meetings with school staff
- communications with home such as Head's Weekly Newsletters
- Headteacher's Annual Report

### Equality Impact Assessment

9.1 Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

9.2 This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010. As it is fair, it does not prioritise or disadvantage any student and it helps to promote equality at this school.

### Monitoring the effectiveness of the policy

#### **Review of Procedure**

This procedure shall be subject to periodic review and may be changed from time to time.

#### **Management of policy**

The Governors and Headteacher have overall responsibility for the maintenance and operation of this policy. They will maintain a record of concerns raised and the outcomes.

### Document Control

Version	Date	Action
Version 1	July 2017	Production by LCC
	January 2018	Adoption by ALS
Reviewed	July 2019	No changes required
Reviewed	July 2021	Reviewed no changes required

