

Apprenticeship Guidance for Schools

What is an Apprentice?

First and foremost an Apprentice is an employee, they undertake real work for real employers and provide an ideal opportunity for the individual to earn and learn at the same time. An apprenticeship enables on-the-job training whilst gaining practical skills, but is not intended to be a replacement for an established post.

There are more than 250 different types of Apprenticeships available offering over 1,400 job roles, ranging from accountancy to textiles, engineering to veterinary nursing, business administration to construction.

They fall into one of three categories:

- **Intermediate Apprenticeships** – Level 2 Framework, typically GCSE leaver and often used as a progression tool to Advanced & Higher Apprenticeships.
- **Advanced Apprenticeships** – Level 3 Framework, typically recruited to from GCSE & A-Level leavers for more technically advanced frameworks or more experienced young people.
- **Higher Apprenticeships** – Level 4 - 7 Framework – Foundation Degree level and above, typically recruited to with an Advanced Apprenticeship as part of the programme.
- **Degree Apprenticeships** – Level 6 - 7 Framework delivered in partnership with a University and includes either a Bachelors or Master's Degree

Examples of Apprenticeship frameworks already used in schools are Business Administration; IT, Software, Web and Telecoms Professionals; Supporting Teaching and Learning in Schools; and Supporting Teaching and Learning in Physical Education and School Sport.

For more information about apprenticeship frameworks, and which would suit best an apprenticeship role in your school, contact the Apprenticeship Hub.

What does an apprenticeship involve?

An Apprenticeship includes the following components:

- A knowledge based element.
- A competence based element.
- Transferable or Functional Skills.
- A module on employee rights and responsibilities.
- A module on personal learning and thinking skills.

The training provider/College who works with the apprentice on their qualification will provide all you need to know on these and will work with you to agree the best units within the framework to suit the apprentices' job role.



Why an Apprenticeship?

Within Warwickshire County Council one of the driving forces is the need for succession planning and a desire to attract a younger workforce. Furthermore, a strong and growing economy must have a high level of skills to meet workforce demand. An apprenticeship is one way for an employer to attract a younger workforce, a route to harness fresh new talent and a way to pass on important skills. There are sound economic and social reasons for employing apprentices that include:

- Attracting a younger workforce
- Developing the skills of local people
- Bringing new skills and talent into the school
- Involving the local community in the delivery of local services
- Training the schools current workforce and growing the workforce of the future

Employing an Apprentice in a School

- There are no age restrictions to being an apprentice, but they cannot hold a degree or Full Level 4/5 qualification. An apprentice aged 16 – 18 will have their training costs fully funded by the Government, while 19 – 24 year olds receive about 50% funding, with the employer paying the rest. The cost of training for any Apprentice over 24 would be met by the employer. These costs are the choice of the Provider to pass on to the employer on a commercial basis and vary from provider to provider.
- An Apprentice must receive supervision and should not be left to work alone for any significant period of time.
- By Law Apprenticeships are based on the Apprentice being full-time employees – working a minimum of 30 hours per week, for a minimum of 12 months (Included within the weekly hours is any time spent in training including day release if required).
- Factoring in 4 weeks annual leave, this means an Apprentice should be employed for 1440 hours over the length of their Apprenticeship. The School year (Term time only) lasts for 40 weeks, and so in order to meet Governments minimum employment conditions the Council agreed with the Unions that term time only Apprenticeships must last a minimum of 4 terms.
- If, as a non WCC School, you choose not to employ the Apprentice for the minimum 4 terms, and the Apprentice starts at the beginning of the school year on 1st September 2015, and is able to attend supervised work for 48 weeks of the year, they would still need to be employed until 1st September 2016 as opposed to finishing at the end of the summer term on 17th July 2016, due to the Governments minimum 12 months rule. For reference the majority of Apprenticeships recruited into the Council on full time contracts are for 18 months.



Rates of Pay for Apprentices

Apprentices have their own lower National Minimum Wage to reflect the investment employers make in their development. The National Minimum Wage for apprentices from 1st October 2015 is £3.30 an hour.

This rate is NOT a standard rate of pay, it is the minimum and research has shown the average rate of pay for an Apprentice in England is around £170 a week (£4.25 an hour).

As of December 2014, a new starting rate was introduced for all WCC apprentices, following recruitment issues at the previous Point 1 rate. Therefore, all new starters at WCC will be paid at Point 1 WCC which is linked to the National Minimum Wage for 16-18 year olds; **however the original Point 1 remains as an option for schools**. See the table below for full details of the WCC Apprenticeship Pay Scale.

Level	Apprentice Salary bands from October 2015	Apprentice Salary bands from October 2016	
Point 1 (Rate used by a number of Schools)	£122.10 per week (£3.30 per hour) £6,366.64 per annum (NMW for Apprentices)	£125.80 per week (£3.40 per hour) £6,559.57 per annum (NMW for Apprentices)	Apprenticeships / new starters (only an option for Schools as of 1/12/2014)
Point 1 WCC (Rate used for all Apprentices recruited via Hub following previous discussion)	£143.19 per week (£3.87 per hour) £7,466.33 per annum (equivalent to NMW for 16-17 yr old)	£148.00 per week (£4.00 per hour) £ 7,717.14 per annum (equivalent to NMW for 16-17 yr old)	All New Starter WCC Apprentices
Point 2	£196.10 per week (£5.30 per hour) £10,225.21 per annum (NMW for 18-20 yr old)	£205.35 per week (£5.55 per hour) £10,707.54 per annum (NMW for 18-20 yr old)	19 th birthday and have completed 12 months of the scheme
Point 3	£247.90 per week (£6.70 per hour) £12,926.21 per annum (NMW for adults)	£257.15 per week (£6.95 per hour) £13,408.54 per annum (NMW for adults)	21 st birthday and have completed 12 months of the scheme. Fixed term salary point for higher Apprentices
Point 4	N/A	£266.40 per week (£7.20 per hour) £13,891.00 per annum (NLW for adults)	25 th birthday and have completed 12 months of the scheme.



*Please be aware that costs per week and per year in this table are based on an apprentice working 37 hours per week (1.0 FTE). The pay will scale down accordingly for apprentices working less than 37 hours. An apprentice must be employed for a minimum of 30 hours a week.

Please also be clear that by employing a term time only apprentice for the recommended minimum of four terms, this will, one year from their start date, trigger the incremental pay rise to Point 2 or Point 3, depending on the apprentices' age. This is in line with Pay and Work Rights set by the Government, and is therefore law.

An apprentice aged 18 or less and who has been contracted for a year will only go up an increment on their 19th birthday. Likewise, an apprentice who reaches their 21st birthday after they've been contracted for more than a year will automatically rise to Point 3. Points' 2 and 3 are the National Minimum Wage for the age ranges stated above.

What the Apprenticeship Hub will do for you:

- Discuss with you the potential recruitment and help determine if it's the right course for you
- Research the framework that best matches the job role you have in mind. A framework is a collection of qualifications that the apprentice will work to complete with their training provider, drawing from the experience and skills that they learn in the work place
- Advise to you a reputable learning provider who can deliver that framework, e.g. a local college or training company
- Provide advice for the recruitment process – this is also something that the training provider will do for you as they play a large role in the recruitment phase
- Provide on-going support throughout the apprenticeship – if you have any questions or need some advice, we are here for you. We are also a support mechanism for the apprentice themselves, if they require it.

Where can I get more information?

The Warwickshire Apprenticeship Hub is part of Warwickshire County Council and offers advice and guidance, completely free, to anyone interested in Apprenticeships - whether you are looking to be one, employ one or just know more about them, we will be very happy to support you. Please contact us via any of the following:

Tel: 01926 418040

Email: apprentice@warwickshire.gov.uk

Web: <http://www.warwickshire.gov.uk/apprenticeships>

