

Apprenticeships in schools

We thought it was timely to remind schools who pay into the apprenticeship levy, that they should consider employing an apprentice or for an existing member of staff to do an apprenticeship.

Types of apprenticeships, (called apprenticeship standards), can be found at the Institute of Apprenticeships website [Apprenticeship search / Institute for Apprenticeships and Technical Education](#)

From here you can refine your search using keywords and it gives details of each standard. You can search for a training provider near you who deliver the standards.

The training provider must appear on the Government's list of approved training providers, which can be checked here [Download the Register of Apprenticeship Training Providers \(RoATP\) \(education.gov.uk\)](#)

Accessing the apprenticeship levy

Once you have decided on the Apprenticeship standard and the Training Provider, here are the forms that need to be completed in order to claim from the apprenticeship levy. NB. The levy only covers the training costs to the training providers. (It does not cover the salary of the apprentice).

- Apprenticeship Levy Claim form – [Apprenticeship levy claim form September 2021.docx \(live.com\)](#)
- Business Case for Level 5 and above apprenticeship standards - [Business Case \(Level 5 above\)- Training Request Supporting Statement - Schools Version.docx \(live.com\)](#)
- Training agreement/contract between the School and Training Provider (provided by TP)

If your apprentice is a new starter, the school will have to follow the normal recruitment processes for employing a new member of staff, on an apprenticeship contract.

What to pay your apprentice

[Apprentices pay guide for schools | Ealing Grid for Learning \(egfl.org.uk\)](#)

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- [Yes](#)
- [Neutral](#)
- [No](#)

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