

## **Ealing Work West Apprenticeship zone**

[Apprenticeships - Work West \(ealingworkwest.com\)](https://ealingworkwest.com)



This link takes you to the 'Apprenticeship zone' where you can find information and steps to hiring an apprentice. It gives links to: -

- the current apprenticeship standards
- sourcing your apprenticeship provider using Government's '*find a training provider tool*'
- advertising your apprenticeship through the '*find an apprenticeship*' service

### **Contacts:-**

Email – [apprenticeships@ealing.gov.uk](mailto:apprenticeships@ealing.gov.uk)

Telephone: - 020 8825 6234

---

### **Link to Apprenticeship Standards:**

[Find apprenticeship training for your apprentice \(education.gov.uk\)](https://education.gov.uk)

### **Link to full information on each apprenticeship standard:**

[Apprenticeship standards / Institute for Apprenticeships and Technical Education](https://education.gov.uk)

### **Link to approved apprenticeship training providers (RoATP): -**

[Register of apprenticeship training providers \(education.gov.uk\)](https://education.gov.uk)

### **Brief outline of how to claim from the Apprenticeship Levy: -**

1. School selects apprenticeship standard and training provider.
2. School advertises for an apprentice (your training provider will help you with this), or an existing member of staff will start an apprenticeship.
3. School completes Apprenticeship Levy claim form.
4. School sends completed claim form together with a copy of signed Training Contract/Apprenticeship Agreement (between the training provider and the school) to Schools HR Business Support.
5. For apprenticeships which are level 5 and above, school completes a business case, in addition to above.

6. Schools HR Business Support check certain details and confirm eligibility and pass to Head of Schools HR to approve.
7. Once approved, the apprenticeship is loaded onto Ealing Council's Digital Account (DAS), which triggers payment to training provider for the training costs associated with the apprenticeship.