



Department for Education



## Apprenticeship Levy Guide For Schools & MATs

How apprenticeships and Apprenticeship Levy funding can meet your staffing needs.



bestpracticenet.co.uk/apprenticeships

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## About Best Practice Network

At Best Practice Network, we pride ourselves on our track record of success in delivering high-quality apprenticeship programmes that make a tangible difference in the education sector.

Our commitment to excellence has empowered numerous schools and Multi-Academy Trusts (MATs) to harness the full potential of the Apprenticeship Levy, driving significant improvements in staff development and student outcomes.

We have successfully won Childcare and Education Apprenticeship Provider of the year for 2 years in a row and received a "Good" grading at our recent Ofsted inspection.

Learn more at

bestpracticenet.co.uk





#### **Our Awards & Accreditations**





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### Introduction to the **Apprenticeship Levy**

The Apprenticeship Levy, implemented by the UK Government in April 2017, mandates contributions from all employers with a wage bill exceeding £3 million.

While this requirement covers many schools, many are unaware of the extent of their contributions or the procedures for accessing their allocated funds.

Schools affiliated with larger employer entities, such as local authorities or multi-academy trusts (MATs), may potentially access substantial funds.

### What are apprenticeships?

Apprenticeships provide an excellent way for schools to either recruit fresh talent or enhance the skills of their current staff.

A diverse range of apprenticeships are available ranging from level 2 (GCSE) to level 6/7 (degree and postgraduate degree level). Apprentices are employed by the school, acquiring on-the-job training that familiarises them with the school environment. Additionally they complete off-the-job training to learn new knowledge, skills and behaviours for their role.

Apprenticeships can be used to develop talent as part of a People and Talent Strategy and also for Continued Professional Development.

Schools and MATs encompass a wide variety of different roles. There are numerous apprenticeships available for training or upskilling staff for these roles.

Various apprenticeship training programmes may be relevant to your staff, including; Teaching Assistants, Unqualified Teachers, Early Years Practitioners, Senior Leaders, Headteacher and Executive Leaders.

"Apprentices enjoy their studies. They find their coursework and job roles challenging and stimulating. They value greatly the care and support they receive from their tutors."

> Ofsted Report, December 2023

### Who can apply for an apprenticeship?

not in any other form of education.

Apprenticeships are a great way to gain an industry recognised qualification and develop a rewarding career. They are cost free for the apprentice and provide an opportunity to earn while you learn.

Current staff can also utilise apprenticeships for their CPD, this is a cost-effective solution for schools to promote and train employees.

### Who is eligible for an apprenticeship?

learner must have:

account holder

O Be working in the role related to the specific apprenticeship programme, this might be a current employee or a new apprentice starting the role

⊘ GCSEs in English and maths at Grade C (4) or above OR able to achieve Level 2 English and maths whilst on programme (for a Level 2 apprenticeship only Level 1 Functional Skills is required)

Held a residency in the UK for the last three years

#### In England, most anyone can apply for an apprenticeship if they are 16 or over and

#### To be eligible for an apprenticeship the

Support from their employer and Apprenticeship Levy

## Understanding the Apprenticeship Levy and how it works

#### The Apprenticeship Levy is a contribution required from employers with a pay bill exceeding £3 million.

The Apprenticeship Levy is paid into a central Apprenticeship Service account at a rate of 0.5% of the total annual pay bill. Employers manage their levy funds through their account dedicated to apprenticeship training expenditures.

While only larger organisations pay the Apprenticeship Levy, the funds it generates also support apprenticeship training for smaller employers interested in taking on apprentices.

- The Apprenticeship Levy is paid into the apprenticeship service account monthly
- You automatically receive a 10% contribution top-up from the government. Apprenticeship training can only be delivered by an approved training provider
- Apprenticeship Levy funds can only be used to pay for training apprentices to achieve qualifications as part of an approved apprenticeship training programme
- Funds must be used within 24 months, or they expire

"Apprenticeships aren't just for new staff and young people they can be used to upskill and train existing staff of all ages and at any level."

> **Tracy Clement** Apprenticeships Director Best Practice Network

## How does the Apprenticeship Levy work for your school?

Depending on how your school is managed, the Apprenticeship Levy will be held and accessed differently.

See below for more information and how to access your funds.



If your governing body's pay bill is over £3 million, they will pay into the Apprenticeship Levy. To access the funds, you'll need to contact your governing body and see how much allocation is available. Some VA schools can access the levy via their local authority, this will need to be discussed with them directly, however, Best Practice Network can support these discussions.

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#### **Community and Voluntary Controlled Schools**

Your Local Authority is likely to pay into the Apprenticeship Levy. Your local authority should let you know how much levy you have available to spend. If you're unsure how to access the funds, contact your local authority to find out.

#### What if your employer doesn't pay into the Apprenticeship Levy?

If your employer doesn't pay into the Apprenticeship Levy, or there are not enough available funds, you can still use apprenticeships at your school with the co-investment option.

The government will pay for 95% of the programme fees while your employer or account holder co-invests the remaining 5%. This 5% is invoiced monthly over the duration of the programme.

#### What are Apprenticeship Levy Transfers?

Alternatively, if you or your school cannot access the Apprenticeship Levy, your apprenticeship training programmes can still be 100% funded by a levy transfer. Apprenticeships can be funded by an Apprenticeship Levy-paying employer transferring up to 50% of their levy to a different employer.

Transferred funds are used to pay for 100% of the training and assessment costs of the apprenticeship up to the funding band maximum.

Transferred funds cover the cost of the whole duration of the apprenticeship.

# Partner focus



### **HISP Learning Partnership**

The HISP Learning Partnership (HLP) is a collaborative network of educational organisations focused on improving educational outcomes for students and providing professional development for educators. As an umbrella organisation, HLP brings together a diverse range of hubs and initiatives that aim to elevate teaching practices and student achievement. Key components of the HLP include the HISP Teaching School Hub, Solent Maths Hub, Inspiring Future Teachers (IFT), and HISP Research Hub.

Our accredited hubs are complemented by a commitment to promoting high-quality, Department for Education (DfE) accredited continuing professional development (CPD) through partnerships such as the STEM Learning Partnership, Computing Hub, English Hub, and the Primary Science Teaching Trust.

By fostering collaboration across various educational sectors, the HLP supports the growth of teachers, enhances curriculum delivery, and strengthens research-based practices, contributing to the overall improvement of education at all levels. Its mission is to ensure sustained, high-impact development for both students and educators.

"Apprenticeship Levy-funded CPD is a powerful tool for schools to invest in their staff's growth. By unlocking the potential of the Apprenticeship Levy, we enable teachers to enhance their skills, support leadership development, and ultimately create lasting improvements that positively impact both educators and students across the HISP regions." David Higginbottom - Deputy Director

#### Get in touch!

Email: info@hisplearningpartnership.org Telephone: 02382 357517 Website: www.hisplearningpartnership.org

"Apprenticeship Levy-funded CPD is a powerful tool for schools to invest in their staff's growth."

> David Higginbottom Deputy Director of HISP Learning Partnership

"Excellence with Integrity



and impactful apprenticeship strategy tailored to your specific needs.

#### Why Partner with Us?

Expert Guidance: Our experts have extensive experience in the education sector and are well-versed in the intricacies of the Apprenticeship Levy. We provide clear, actionable advice to help you navigate the levy, ensuring you maximize its benefits.

Bespoke Training Programmes: We design customised training programs that align with your school's or MAT's objectives. Whether you're looking to upskill existing staff or recruit new talent, our training solutions are crafted to meet your precise requirements.

For more information on how we can help your school or MAT create and implement a successful apprenticeship strategy, please contact us at partnerships@bestpracticenet.co.uk

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Working in partnership with your school to deliver your apprenticeship strategy

Recruitment Services: Finding the right apprentices can be challenging. Our recruitment services are designed to streamline this process, helping you attract and select the best candidates who are eager to contribute to your school's success.

Strategic Planning: We work closely with your leadership team to develop a strategic plan that integrates apprenticeships into your broader educational goals. This includes identifying key areas where apprenticeships can add value and creating a roadmap to achieve these goals.

# What to expect from apprenticeships with Best Practice Network

As a leading provider of Early Years, Teaching Assistant and Leadership and Management apprenticeship programmes, we are committed to delivering high-quality education across all our programmes.

Apprentices learn with a mixture of coaching sessions and online classes well as independent study using high-quality teaching resources, such as webinars online documents and an extensive reference library.

Alongside the programme we run additional well-being, careers advice and guidance programme called BPN boost. There are optional monthly webinars on different topics and an online library of resources to support apprentices with their journey.

Best Practice Network is a corporate member of the Association of Apprentices. All apprentices will become members and be able to network with their community, attend events and access further information and resources.









# Hire an Apprentice: Free assisted recruitment service

Best Practice Network has a national pool of aspiring early years professionals, teaching assistants and teachers looking for an employer to support them through their apprenticeship.

Our dedicated recruitment team will arrange a call to better understand your recruitment needs before then:

- Advertising your vacancy
- Screening prospective applicants to assess their eligibility and suitability
- Pairing you with apprentices in your area
- Supporting apprentice enrolment
- Specialist in the education sector

Make the most of our free recruitment service to help overcome your recruitment challenges.

> Simply register your organisation via the link below to be matched to apprentices seeking employment in your local area.

> > bestpracticenet.co.uk/ hire-an-apprentice

### **Teaching Assistant** Level 3 Apprenticeship

The Level 3 Teaching Assistant (TA) apprenticeship is ideal if you are already working in or looking for a career in a teaching support role.

#### Entry requirements

Apprentices must meet the following criteria:

- Be employed as a Teaching Assistant with support from the school
- GCSEs in English and maths at Grade C (4) or above or able to achieve Level 2 English and maths whilst on programme
- Have held a residency in the UK for the last three years

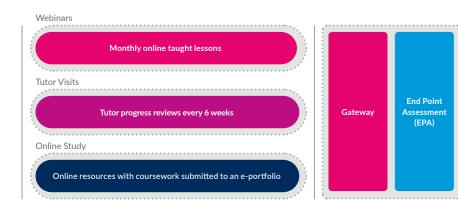
### **Specialist Teaching Assistant** Level 5 Apprenticeship

This apprenticeship is equivalent to a foundation degree, ideal for those who have classroom experience and want to specialise in an area of teaching.

#### **Entry requirements**

Apprentices must meet the following criteria:

- 1 year of classroom experience
- Support from the school you are planning on doing the apprenticeship with
- GCSEs in English and maths at Grade C (4) or above or able to achieve Level 2 English and maths whilst on programme
- Have held a residency in the UK for the last three years





### AT A GLANCE



**Course Duration** 15-18 months



**Blended learning** 



**Multiple specialisms** Available for Level 3 & 5

### Funded by the **Apprenticeship** Levy funding

"The course itself works well alongside being a teaching assistant. The subjects in the webinars are very relevant." **TA Apprentice** 



"Lots of information and great discussion with other people to aid my learning and review my own leadership."

### School Leader Programme: Level 5 Apprenticeship with NPQSL

The School Leaders Programme is a dual award which has mapped the DfE's NPQ for Senior Leadership (NPQSL) to the Level 5 Operations Manager Standard.

The School Leader Programme is for teachers and leaders who are, or want to be, senior leaders with cross-school responsibilities.

- Gain the specialist expertise needed to tackle school improvement priorities
- Support the development of a positive, predictable and safe environment for pupils
- Contribute to your school's strategic direction and whole school activities
- Learn about operational and strategic leadership and management at a whole school level
- Apply learning and have impact in your setting immediately

#### **Entry requirements**

Applicants must have:

- QTS and/or QTLS and/or a Level 5 or higher) qualification in any subject
- Either 2 full years experience of teaching following achieving QTS/QTLS or 2 full years experience in current role following completion of Level 5 (or equivalent)

#### Learning hours

• 47 hours synchronous activity | 6 hours per asynchronous activity (based on 30+ working hours/week)

Learn more and apply at bestpracticenet.co.uk/school-leader-programme-with-npqsl For more information call 0117 920 9428 or email npg@bestpracticenet.co.uk



#### **AT A GLANCE**



**Course Duration** 18 months



Face-to-face 4 sessions



**This Course Awards** 60 masters credits, Level 5 **Operations Manager and** NPQSL



**Course start** 1 intake a year starting in spring



Coaching Monthly sessions

### £9,000 £0 with Apprenticeship Levy funding.





"I am very grateful to my Course Tutor for their advice, support and listening ear over the time of the course."

"The course has enabled me to link with leaders in a variety of organisations. These connections allow me to learn about potential next steps for my school.'

### Headteacher Programme: Level 7 Apprenticeship with NPQH

The Headteacher Programme is a dual award which has mapped the DfE's NPQ for Headship (NPQH) to the Level 7 Senior Leader Standard.

The Headteacher Programme is for aspiring or recently appointed headteachers looking to develop and apply the knowledge that underpins expert school leadership.

- Gain access to extended leadership training that goes beyond the standard NPQH curriculum
- Learn what effective headteachers need to know
- Lead the strategic direction of your school
- Support the development of a positive and safe environment for pupils
- Ensure staff feel supported and valued
- Apply learning and have impact in your setting immediately
- Gain additional post-nominals, certificates and credentials

#### **Entry requirements**

#### Applicants must have:

- QTS and/or QTLS and/or a Level 5 (or higher) qualification in any subject
- Experience as a current headteacher, deputy headteacher, vice principal or equivalent role and about 18 months away from applying for Headship (if not already in post)

#### Learning hours

• 53 hours synchronous activity | 6 hours per asynchronous activity (based on 30+ working hours/week)

### AT A GLANCE

**Course Duration** 18 months

NOD Face-to-face 5 sessions



**This Course Awards** 100 masters credits, Level 7 Senior Leader and NPQH

**Course start** 1 intake a year starting in spring

Coaching Monthly sessions

<del>£14,00</del>0 £0 with Apprenticeship Levy funding.

### **Executive Leader Programme:** Level 7 Apprenticeship with NPQEL

The Executive Leader Programme is a dual award which has mapped the DfE's NPQ for Executive Leadership (NPQEL) to the Level 7 Senior Leader Standard.

The Executive Leader Programme is for aspiring or recently appointed executive leaders wishing to lead change and improvement across a group of schools.

- Join 1:1 coaching sessions
- Receive advice from experts and tailored feedback on your performance
- Lead the strategic direction of multiple schools
- Learn what effective executive leaders need to know
- Set and deliver an ambitious vision across a group of schools
- Grow your network of headteachers and executive leaders
- Apply learning and have impact in your setting immediately

#### Entry requirements

#### Applicants must have:

- QTS and/or QTLS and/or a Level 5 (or higher) qualification in any subject
- Experience as a current serving headteacher (or equivalent role) with a minimum of 3 years experience)

#### Learning hours

• 59 hours synchronous activity | 6 hours per asynchronous activity (based on 30+ working hours/week)



Learn more and apply at bestpracticenet.co.uk/executive-leader-programme-with-npqel For more information call 0117 920 9428 or email npg@bestpracticenet.co.uk

Learn more and apply at bestpracticenet.co.uk/headteacher-programme-with-npqh For more information call 0117 920 9428 or email npg@bestpracticenet.co.uk



#### **AT A GLANCE**



**Course Duration** 18 months



Face-to-face 6 sessions



This Course Awards 100 masters credits, Level 7 Senior Leader and NPQEL



**Course start** 1 intake a year starting in spring



Coaching Monthly sessions

### £14,000 £0 with Apprenticeship

Levy funding.







"I was looked after every step of the way by Best Practice. Thr tutor visits were the standout point of the course. I can't wait to do the L3 course in the future and keep working my way up."

"The way the course was delivered was great. The tutor who was assigned to me supported my development and progression every step of the way and I can't thank her enough."

### **Early Years Practitioner:** Level 2 Apprenticeship

#### This apprenticeship is a funded entry-level training programme.

Early Years Practitioners work under the guidance and supervision of an early years educator, teacher or other suitably gualified professional in the early years workforce supporting the planning and delivery of the educational programmes for children in the 0-5 age range.

- · Learn how to support children's early education and development
- Become more confident in planning activities in line with the Early Years Foundation Stage (EYFS)
- Learn how to keep up-to-date records to help track and identify children's individual needs, abilities and progress
- Promote health, safety and child welfare through effective, informed practice
- Receive full support from your apprenticeship tutor with monthly visits and taught sessions

#### Entry requirements

#### Apprentices must meet the following criteria:

- Support from the employer and Apprenticeship Levy account holder
- Be able to complete Functional Skills Level 1 English and maths whilst on programme
- Resident of the UK for the past 3 years

#### **Programme Structure**



Learn more and apply at **bestpracticenet.co.uk/EYP** For more information call 0117 920 9428 or email npg@bestpracticenet.co.uk

### AT A GLANCE



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**Course Duration** 12-14 months



This Course Awards Practitioner Level 2, NQual Level 2 Diploma for the Early Years Practitioner

£5,000 £0 with Apprenticeship Levy funding.

### **Early Years Educator:** Level 3 Apprenticeship

This apprenticeship is a funded intermediate level training programme. An Early Years Educator (EYE) is responsible for planning and providing effective care for children aged 0-5 in various early years settings.

They count towards the Staff: Child ratio and can mentor Early Years Practitioners. They will implement the Early Years Foundation Stage (EYFS) that enables children to prepare for school.

- Learn how to support and promote children's early education and development
- Plan and provide effective care and learning to prepare children for school
- Learn how to use assessment to develop informed practice for individual children
- Counts towards EYFS Level 3 staff:child ratios

#### **Entry requirements**

#### Apprentices must meet the following criteria:

- Support from the employer and Apprenticeship Levy account holder
- GCSEs in English and maths at Grade C (4) or above or able to achieve Functional Skills Level 2 English and maths whilst on programme
- Award in Paediatric First Aid OR Emergency Paediatric First Aid must be achieved while on programme (if not already achieved) and must be in date when they enter gateway requirements
- Resident of the UK for the past 3 years

#### **Programme Structure**



Learn more and apply at **bestpracticenet.co.uk/EYE** For more information call 0117 920 9428 or email npg@bestpracticenet.co.uk





### AT A GLANCE



**Course Duration** 15-18 months



**Blended learning** 



**This Course Awards** Full and Relevant Early Years Educator Level 3







'The Level 5 Early Years Practitioner focusses on advancing practice, taking early years educations to the next level in their leadership, knowledge, skills and behaviours."

Sarah Bishop Apprenticeship Performance Manager

AT A GLANCE

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"We are thrilled to be offering this new employer requested programme that is easily accessible for a variety of settings."

Tracy Clement Apprenticeship Director

### **Playworker: Level 2 Apprenticeship**

#### This programme is aimed at playworkers who work in a range of settings offering different models of playwork.

The purpose of our curriculum is to support playworkers to develop into positive, flexible and team-focused members of staff, and to support them to provide the best possible provision for the children in their care.

- No previous qualifications needed
- Provide excellent care and education to children in wraparound care 10 key modules with extra specialised units
- Offer an accredited CPD option for employees to progress

#### **Entry requirements**

#### Apprentices must meet the following criteria:

- Support from the employer and Apprenticeship Levy account holder
- Be able to complete Functional Skills Level 1 English and maths whilst on programme
- Resident of the UK for the past 3 years

£0 with Apprenticeship Levy funding.

#### **Programme Structure**



Learn more and apply at **bestpracticenet.co.uk/Play** For more information call 0117 920 9428 or email npg@bestpracticenet.co.uk

### **Early Years Lead Practitioner:** Level 5 Apprenticeship

The Level 5 Early Years Lead Practitioner (EYLP) Apprenticeship is ideal for proactive, influential practitioners, working directly with children.

These highly skilled professionals take an operational lead for the care, learning and development of all young children within their care and lead and support the practice of others.

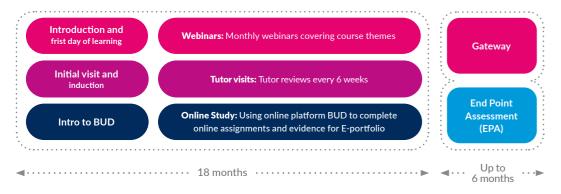
- Be responsible for supporting the quality of learning and development in your setting
- · Learn how to lead day-to-day practice at an operational level
- Be involved with sector developments in your local area and nationally
- Work in partnership with parents, carers and colleagues for each child's development

#### Entry requirements

#### Apprentices must meet the following criteria:

- Support from the employer and Apprenticeship Levy account holder
- Level 3 Early Years Educator or equivalent qualifications/extensive experience in a leadership position
- GCSEs in English and maths at Grade C (4) or above, or able to achieve level 2 English and maths whilst on programme
- Resident of the UK for the past 3 years

#### **Programme Structure**



Learn more and apply at bestpracticenet.co.uk/EYLP For more information call 0117 920 9428 or email npg@bestpracticenet.co.uk





Early Years Lead

Practitioner Level 5

**Course Duration** 

**Blended learning** 

**This Course Awards** 

18-24 months

<del>000,82</del>



#### AT A GLANCE



**Course Duration** 15 months



**Blended learning** 



**This Course Awards** Playworker Level 2







Thrive is a constant reminder about how important it is to know about neuroscience and how children's brains are developing, especially during the early years."

Programme participant

"Thrive training exceeded my expectations and it has brought me huge benefits professionally

### **Thrive Wellbeing Leadership Apprenticeship Level 5**

The Thrive Wellbeing Leadership Apprenticeship is a dual award consisting of a Level 5 Operations Manager standard and Thrive Licensed Practitioner status.

Equivalent to a foundation degree, this work-based training programme equips apprentices with a broad range of advanced skills and empowers them to take the lead on strategically embedding Thrive in their setting.

#### Who is it for?

This programme is designed for educators looking to advance their leadership and management skills, while building the expertise to strategically lead the Thrive Approach within a class, department, setting or organisation. It's ideal for professionals already in leadership roles as well as aspiring leaders looking to upskill and progress their careers.

Participants will develop skills in leadership, operational planning, stakeholder collaboration, project management and strategic decision-making, while the Thrive element explores neuroscience, child development and attachment theory.

#### To be eligible, candidates need to:

- Have a minimum of one year's experience in a relevant role, such as a teacher, SENDCo, support staff, HLTA, behaviour lead or mental health lead
- Be employed in a role working closely with children and young people
- Have support from an employer and levy account holder
- Have held UK residency for at least three years
- Be in a position to lead the strategic implementation of the Thrive Approach within their class, department, setting, or organisation

### AT A GLANCE



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**Course Duration** 14 months



Live virtual sessions & face-to-face tutoring



**Operations Manager** Level 5 & Thrive Licensed Practitioner status

ntakes Start in May

£<del>9,000</del> £0 with Apprenticeship Levy funding.



and personally."

Programme participant

### **Thrive Wellbeing Specialist Teaching Assistant Apprenticeship Level 5**

The Thrive Wellbeing Specialist Teaching Assistant Apprenticeship, delivered by Best Practice Network with Thrive Licensed Trainers, is an 18-month, work-based programme equivalent to a foundation degree.

#### Who is it for?

Equivalent to a foundation degree, this work-based, dual-qualification training programme is ideal for teaching assistants with at least one year's experience who are looking to advance their careers, take on more responsibility, and build expertise in social and emotional support for children and young people.

#### To be eligible, candidates need to:

- Have a minimum of one year's experience in a relevant role
- Be employed in a role working closely with children and young people in a classroom environment
- Have support from an employer and the Apprenticeship Levy account holder
- Have held UK residency for at least three years

Learn more and apply at www.thriveapproach.com/lvl5ta For more information call 01392 797555 or email apprenticeships@thriveapproach.com



Learn more and apply at www.thriveapproach.com/lvl5sta For more information call 01392 797555 or email apprenticeships@thriveapproach.com



#### AT A GLANCE



**Course Duration** 18 months



#### Training method Live virtual sessions &

face-to-face tutoring



#### **This Course Awards**

Specialist Teaching Assistant Level 5 & Thrive Licensed Practitioner status



Intakes Start in May



£0 with Apprenticeship Levy funding.



Removing barriers to learning





# Let's work together

To discuss how to best use apprenticeships and levy funding to meet your staffing needs please get in touch.

Contact our apprenticeship specialists at Best Practice Network.



Scan to book a consultation

### Learn. Share. Grow.

+44 (0) 117 920 9428 enquiries@bestpracticenet.co.uk bestpracticenet.co.uk





