

# Apprenticeships in Schools

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# What I'm going to cover

- Schools Data and Trends from LGA Apprenticeship Survey 2019
  - The Apprenticeships Opportunity: Using Apprenticeships to Develop Your Workforce
  - List of Schools Specific Standards and Checklist for Schools
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# LGA APPRENTICESHIPS SURVEY 2019

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# 2019 Survey: Starts are up on last year

- Through our 2019 survey we have identified at least 2,078 starts in maintained schools across 99 councils that responded
  - This may rise to 2,438 starts if the councils meet the top end of their projections (survey took place in Jan/Feb 2019).
  - 69 councils provided data on schools apprenticeship starts in **both** 17/18 and 18/19.
    - This cohort of councils reported 1,080 starts in 17/18
    - This increased to 1,377 starts in 18/19 – up 297 starts, a 28% rise
    - If this increase is repeated across the whole sector, we would see roughly 4,000 starts in maintained schools up from around 3,150 in 2017/18
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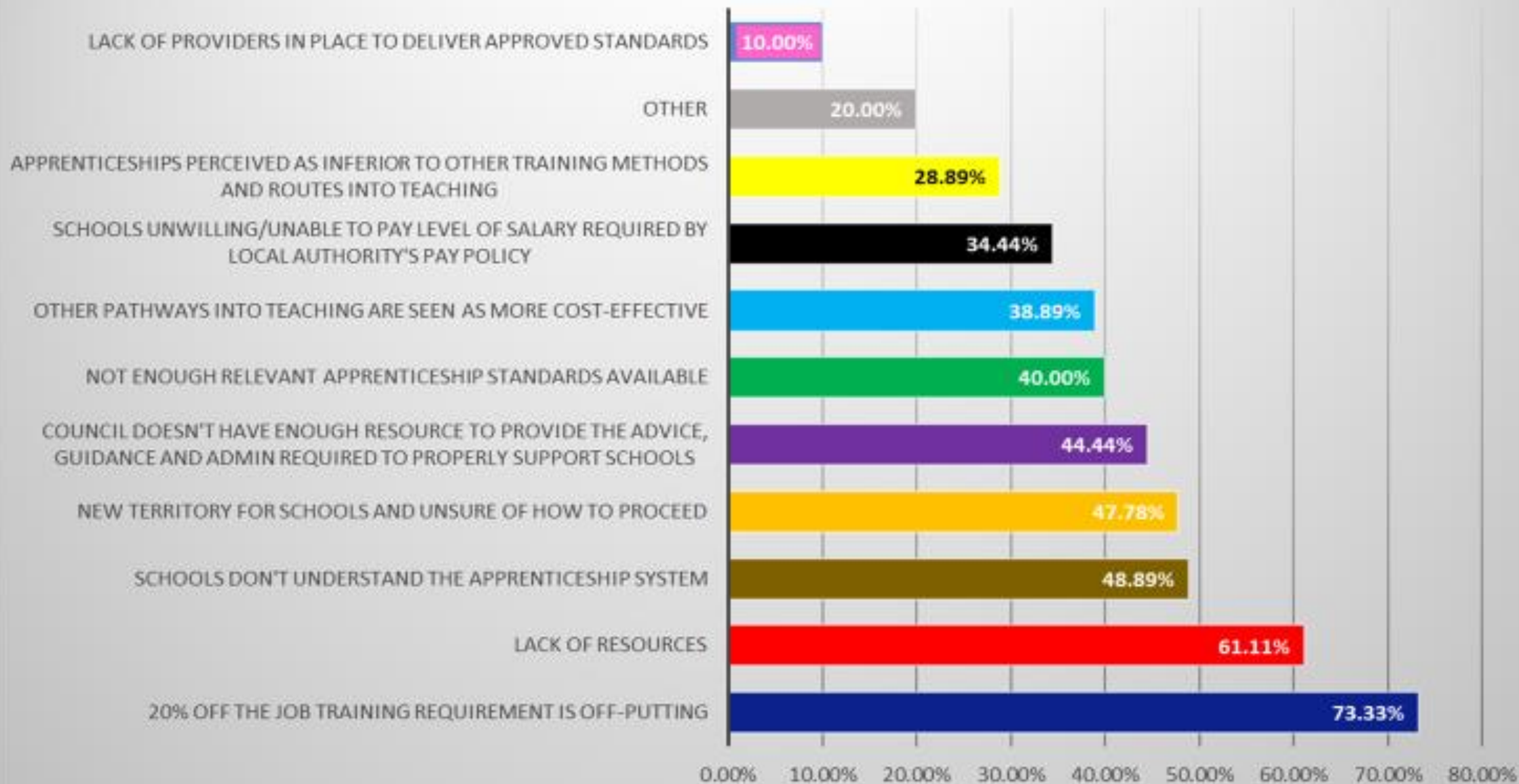
# 2019 Survey: Uneven Increase in Starts

- 52% of councils saw an increase in apprenticeship starts in their schools in 18/19 compared with the previous year
  - 39% saw a fall in apprenticeship starts in schools in 18/19
  - The biggest increases were seen in:
    - Hampshire County Council +113 starts
    - Hertfordshire County Council +41 starts
    - London Borough of Ealing +29 starts
    - London Borough of Hillingdon +25 starts
    - North Yorkshire County Council +20 starts
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# 2019 Survey: Engagement up, barriers persist

- **Engagement with schools is up** – 71% of councils reported an increase in engagement from maintained schools this year, with 21% describing the increase in engagement as ‘significant’
  - **Barriers persist** – 20% Off the Job Training (73%), lack of resources (61%) and schools not understanding how the new system worked (49%) were cited as the biggest barriers to schools taking on apprenticeships
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## What are the main ongoing barriers that are preventing schools in your area from delivering more apprenticeship starts?



## 2019 Survey: Greater access to levy funds, but limited increases in support

- **Schools have greater access to the Levy** – 73% of councils responding reported schools had access to the whole levy pot, not just what they put in – up from about a 50/50 split in 17/18
  - **But there are a limited number of dedicated schools leads in place** – just 10% of respondents reported having a dedicated schools apprenticeship lead in place – though at least two councils have since hired a schools' apprenticeships lead.
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# 2019 Survey: Big support for more standards

- **99% of councils** support the development of a **Higher-Level Teaching Assistant Standard**. 20 councils were able to provide intelligence on demand, reporting a possible 446 starts. This suggests a possible 1,500 – 3,000 starts across the sector as a whole.
  - **100% of councils** supported the development of an **undergraduate pathway into teaching**. Nine councils provided intelligence on demand, reporting a possible 105 starts. This suggests a possible 500 – 1,500 starts across the sector as a whole.
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# **THE APPRENTICESHIP OPPORTUNITY: USING APPRENTICESHIPS TO DEVELOP YOUR WORKFORCE**

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# Apprenticeships as a Workforce Development Tool

- Apprenticeships offer a big opportunity to train up both new and existing staff in the areas where you have skills gaps or are likely to in the next few years – they are not just for young people and new starters
  - Consider:
    - Where are your skills gaps?
    - Do you have an ageing workforce?
    - Do you have problems retaining staff?
    - Do staff feel they are able to develop and grow in your school?
    - Are there areas you are persistently struggling to fill?
  - Apprenticeships can help with all of this!
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# Workforce Analysis is Key

- Workforce analysis is key to understanding how apprenticeships can be used to support your workforce.
  - Look at:
    - **Age of workforce** to identify if succession planning is needed
    - **Length of service and turnover rates** to identify possible retention problems
    - **Your vacancy data** – Are you missing opportunities to upskill new staff when you hire them? Can an ‘apprenticeships first’ approach help when recruiting?
    - **Supply spend** – Could you use apprenticeships to grow your own and reduce spend on supply staff?
    - **Existing training spend** – Could you deliver some of your existing staff training via an apprenticeship instead?
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# What does AnyCounty's Schools' Workforce look like?



**5,561** employees in  
**113** job roles



51 schools have **more than the average number** of staff aged over 55



Only **141 staff** are **FTE 1.0** – 40% of staff work less than 16 hours



**One-in-every four** staff over aged **over 55**



70 schools have **lower than the average** number of staff aged under 30



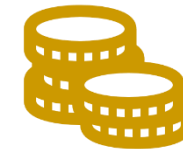
**42 Job roles** are held by just one member of staff



**One in every 23** staff is aged **under 24**



13 schools have **no staff members** aged under 30



**£4.2m** spent on supply staff in 2017/18



Spend on Staff Training:

**2014/15 - £865,611**

**2017/18 - £599,037**



**Average turnover rate is 22%** - 1,261 people left the workforce in last 12 months

## Key Characteristics:

- Ageing workforce
- High proportion of p/t staff
- High staff turnover
- Staff training spend falling
- Wide range of job roles

# Career Pathways provide development options

## Business Administrator (Level 3)

Administrator/clerk

School Secretary

Personal assistant



## School Business Professional (Level 4)

Learning Manager

School Business Manager

Office Manager



## Chartered Manager Degree Apprenticeship (Level 6)

School Business Director

# AVAILABLE APPRENTICESHIP STANDARDS

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# Apprenticeship Standards Relevant to Schools

Apprenticeship Standard	Level	Funding Band	Duration	Suitable Roles for this standard
<a href="#"><u>Business Administrator</u></a>	Level 3	£5,000	18 months	Administrative Assistant
				Administrative Officer
				Administrator
				Base Clerical
				Clerical Assistant
				Clerk to Governors
				Personal Assistant
				Receptionist / Telephonist
				Secretary
				Senior Admin Assistant
				Senior Admin Officer
<a href="#"><u>Chartered Manager</u></a>	Level 6	£22,000	48 months	Head Teacher
				Deputy Head Teacher
				Assistant Head Teacher
<a href="#"><u>Children, Young People &amp; Families Manager</u></a>	Level 5	£6,000	24 months	Inclusion Manager
				Pastoral Care Leader
<a href="#"><u>Children, Young People &amp; Families Practitioner</u></a>	Level 4	£6,000	24 months	Attendance Officer
				Pastoral Support Co-ordinator
<a href="#"><u>Commis Chef</u></a>	Level 2	£8,000	12 months	Catering Assistant
				Kitchen Assistant
				Mobile Catering Assistant
				Mobile Catering Assistant Supervisory
<a href="#"><u>Community Sport &amp; Health Officer</u></a>	Level 3	£9,000	16 months	Community Sports Coach
				Outdoor Education Practitioner
				Sports Coach



# Apprenticeship Standards Relevant to Schools

Apprenticeship Standard	Level	Funding Band	Duration	Suitable Roles for this standard
<a href="#">Customer Service Practitioner</a>	Level 2	£3,500	12 months	Receptionist / Telephonist Generic Secretary Generic
<a href="#">Customer Service Specialist</a>	Level 3	£4,000	15 months	Receptionist / Telephonist Generic Secretary Generic
<a href="#">Digital and technology solutions professional</a>	Level 6	£27,000	36 months	ICT Network Manager (Schools)
<a href="#">Digital Marketer (Degree)</a>	Level 6	£21,000	36 months	Communications & Marketing Officer
<a href="#">Early Years Educator*</a>	Level 3	£6,000	18 months	Early Years Leader (Pre-School) Early Years Nursery Supervisor Foundation Stage Practitioner Foundation Stage Worker Nursery Assistant Playleader Playworker
<a href="#">Facilities Services Operative*</a>	Level 2	£3,000	12 months	Caretaker or Cleaner Maintenance Caretaker School Maintenance Person
<a href="#">Facilities Management Supervisor</a>	Level 3	£4,000	18 months	Site and Systems Manager Site or Caretaking Manager Site Senior
<a href="#">Facilities Manager</a>	Level 4	£6,000	24 months	Site and Systems Manager Site or Caretaking Manager
<a href="#">Horticulture and Landscape Operative</a>	Level 2	£5,000	24 months	Gardener/Handyperson SSD Grounds Person Gardener
<a href="#">Hospitality Supervisor</a>	Level 3	£5,000	12 months	Kitchen Manager Assistant Kitchen Manager
<a href="#">HR Support</a>	Level 3	£5,000	18 months	Resources Assistant Resources Officer

# Apprenticeship Standards Relevant to Schools

Apprenticeship Standard	Level	Funding Band	Duration	Suitable Roles for this standard
<a href="#">Infrastructure Technician</a>	Level 3	£15,000	12 months	Audio Visual/ICT Technician
				ICT Network Manager (Schools)
<a href="#">Library Information &amp; Archive Specialist Assistant</a>	Level 3	£6,000	18 months	Librarian in Schools and Resource Centre Manager
				Library and Resources Assistant
				School Library Service Assistant
<a href="#">Marketing Executive*</a>	Level 4	£6,000	18 months	Communications & Marketing Officer
<a href="#">Network Engineer</a>	Level 4	£17,000	24 months	ICT Network Manager (Schools)
<a href="#">Nursing Associate</a>	Level 5	£15,000	24 months	Nursery Nurse
<a href="#">Operations/Departmental Manager</a>	Level 5	£7,000	30 months	ICT Network Manager
<a href="#">Passenger Transport Driver - bus, coach and rail</a>	Level 2	£6,000	12 months	Driver
<a href="#">Playwork</a>	Level 2 / Level 3	£1,500 / £2,500	12 months / 18 Months	Playleader
				Playworker
<a href="#">Production Chef*</a>	Level 2	£5,000	12 months	Catering Assistant
				Kitchen Assistant
				Mobile Catering Assistant
				Mobile Catering Assistant Supervisory
<a href="#">School Business Professional</a>	Level 4	£6,000	18 months	Bursar / Administrator
				Business Manager Primaries
				Business Solutions and Innovations Manager
<a href="#">Senior Production Chef</a>	Level 3	£5,000	12 months	Kitchen Manager
<a href="#">Sports Development</a>	Level 3	£2,000	18 months	Outdoor Education Practitioner

# Apprenticeship Standards Relevant to Schools

Apprenticeship Standard	Level	Funding Band	Duration	Suitable Roles for this standard
<a href="#">Supporting Teaching and Learning in Schools</a>	Level 2	£2,000	12 months	Teaching Assistant (level 1)
<a href="#">Supporting Teaching and Learning in Physical Education</a>	Level 3	£3,000	12 months	Outdoor Education Practitioner
<a href="#">Teaching Assistant</a>	Level 3	£5,000	18 months	Assistant SENCO
				Breakfast Club Playleader
				Breakfast Club Playworker
				Teaching Assistant (level 2)
				Teaching Assistant (level 3)
<a href="#">Teacher</a>	Level 6	£9,000	12 months	Teacher
				Teaching Assistant (level 4)

# CHECKLIST FOR SCHOOLS



# Checklist for schools

- **Identify your skills needs**

- Review your team and consider which roles you need to recruit and fill
- Consider what skills you don't have in your current workforce or need more of and what you might need now or in the future
- Create a plan for your school to meet skills and workforce needs over several years

- **Explore recruitment and retention strategies**

- Consider how you can use apprenticeships to improve the skills base of your staff and allow them to grow in their roles
  - Consider attaching apprenticeships to hard-to-fill vacancies and in areas where you struggle to retain staff – vacancies will be more attractive and existing staff will be more likely to stay if they can grow in their role
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# Checklist for schools cont.

- **Confirm your budget**

- If you're an individual levy payer this is simple – you get back what you pay in, with a 10% top-up from the government
- If you are part of a MAT, find out how much you are contributing to the MAT's overall levy pot and how much you can access
- Make sure you know how much money you may lose if you don't use your levy share – each month's contribution expires after 24 months if not spent

- **Use Available Support and Advice**

- Are other schools in your area already using apprenticeships? If so, what can you learn from them?
  - Visit the ESFA's [Amazing Apprenticeships website](#) for more information and resources. Read the government's [guide to schools apprenticeships](#)
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# Checklist for schools cont.

- **Get the most out of your providers and work with others**
    - The new system puts control in the hands of employers – use it!
    - Challenge your providers to offer training that suits the way you work – don't just accept the first offer that comes along, make sure you explore what added value they can provide
    - Explore whether bespoke programmes can be developed
    - Cluster apprentices where you can for volume and buyer power – providers will be more likely to be more flexible with larger cohorts. If you're not part of a MAT, reach out to other local schools to build cohorts
    - Collaborate with other schools. Consider sharing apprentices with nearby schools to keep costs down if you're struggling to afford one of your own
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# Checklist for schools cont.

- **Keep up to date**

- Be proactive as new standards emerge – apprenticeships are being developed all the time, including new standards for schools. Keep up to date with developments via the [Institute for Apprenticeships website](#) and the ESFA's schools workforce page on [Amazing Apprenticeships](#).
  - Schedule a regular agenda item on apprenticeships for Governors' and management meetings to make sure you get the most out of your levy contribution
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# Where can you find out more?

- Schools should visit the Amazing Apprenticeships website run by the ESFA for more info on apprenticeships. There is a specific page on apprenticeships in the school workforce here:

<https://amazingapprenticeships.com/school-workforce/>

- The LGA's Apprenticeships Page can be found here:

<https://www.local.gov.uk/apprenticeship-support-programme>

- The government's guide to apprenticeships for schools can be found here:

<https://www.gov.uk/government/publications/a-guide-to-apprenticeships-for-the-school-workforce>

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