

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

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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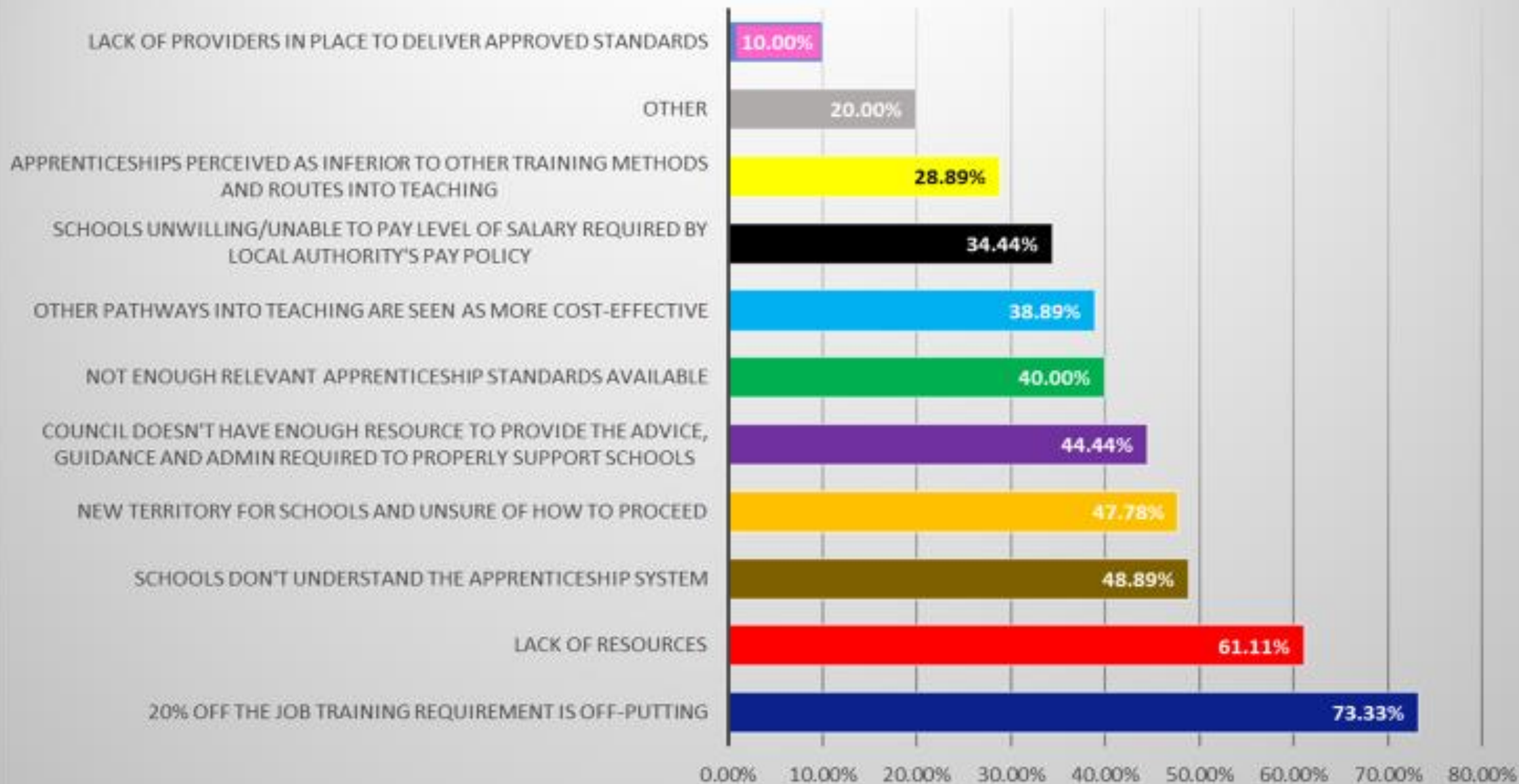
2019 Survey: Uneven Increase in Starts

- 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

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



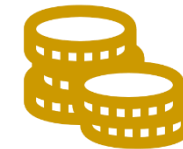
42 Job roles are held by just one member of staff



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

Apprenticeship Standards Relevant to Schools

Apprenticeship Standard	Level	Funding Band	Duration	Suitable Roles for this standard
<u>Business Administrator</u>	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
<u>Chartered Manager</u>	Level 6	£22,000	48 months	Head Teacher
				Deputy Head Teacher
				Assistant Head Teacher
<u>Children, Young People & Families Manager</u>	Level 5	£6,000	24 months	Inclusion Manager
				Pastoral Care Leader
<u>Children, Young People & Families Practitioner</u>	Level 4	£6,000	24 months	Attendance Officer
				Pastoral Support Co-ordinator
<u>Commis Chef</u>	Level 2	£8,000	12 months	Catering Assistant
				Kitchen Assistant
				Mobile Catering Assistant
				Mobile Catering Assistant Supervisory
<u>Community Sport & Health Officer</u>	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
Customer Service Practitioner	Level 2	£3,500	12 months	Receptionist / Telephonist Generic Secretary Generic
Customer Service Specialist	Level 3	£4,000	15 months	Receptionist / Telephonist Generic Secretary Generic
Digital and technology solutions professional	Level 6	£27,000	36 months	ICT Network Manager (Schools)
Digital Marketer (Degree)	Level 6	£21,000	36 months	Communications & Marketing Officer
Early Years Educator*	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
Facilities Services Operative*	Level 2	£3,000	12 months	Caretaker or Cleaner Maintenance Caretaker School Maintenance Person
Facilities Management Supervisor	Level 3	£4,000	18 months	Site and Systems Manager Site or Caretaking Manager Site Senior
Facilities Manager	Level 4	£6,000	24 months	Site and Systems Manager Site or Caretaking Manager
Horticulture and Landscape Operative	Level 2	£5,000	24 months	Gardener/Handyperson SSD Grounds Person Gardener
Hospitality Supervisor	Level 3	£5,000	12 months	Kitchen Manager Assistant Kitchen Manager
HR Support	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
Infrastructure Technician	Level 3	£15,000	12 months	Audio Visual/ICT Technician
				ICT Network Manager (Schools)
Library Information & Archive Specialist Assistant	Level 3	£6,000	18 months	Librarian in Schools and Resource Centre Manager
				Library and Resources Assistant
				School Library Service Assistant
Marketing Executive*	Level 4	£6,000	18 months	Communications & Marketing Officer
Network Engineer	Level 4	£17,000	24 months	ICT Network Manager (Schools)
Nursing Associate	Level 5	£15,000	24 months	Nursery Nurse
Operations/Departmental Manager	Level 5	£7,000	30 months	ICT Network Manager
Passenger Transport Driver - bus, coach and rail	Level 2	£6,000	12 months	Driver
Playwork	Level 2 / Level 3	£1,500 / £2,500	12 months / 18 Months	Playleader
				Playworker
Production Chef*	Level 2	£5,000	12 months	Catering Assistant
				Kitchen Assistant
				Mobile Catering Assistant
				Mobile Catering Assistant Supervisory
School Business Professional	Level 4	£6,000	18 months	Bursar / Administrator
				Business Manager Primaries
				Business Solutions and Innovations Manager
Senior Production Chef	Level 3	£5,000	12 months	Kitchen Manager
Sports Development	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
Supporting Teaching and Learning in Schools	Level 2	£2,000	12 months	Teaching Assistant (level 1)
Supporting Teaching and Learning in Physical Education	Level 3	£3,000	12 months	Outdoor Education Practitioner
Teaching Assistant	Level 3	£5,000	18 months	Assistant SENCO
				Breakfast Club Playleader
				Breakfast Club Playworker
				Teaching Assistant (level 2)
				Teaching Assistant (level 3)
Teacher	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>
