



Llywodraeth Cymru
Welsh Government

Guidance for Schools on Apprenticeships in Wales

August 2018



UNDEB EWROPEAIDD
EUROPEAN UNION



Llywodraeth Cymru
Welsh Government

Cronfa Gymdeithasol Ewrop
European Social Fund

Contents

	Page
Covering Note	3
1 Overview of Apprenticeship Policy in Wales	4-5
2 What is an Apprenticeship?	6
3 The Apprenticeship Levy & what it means for Wales	7
4 Key Steps for Schools to consider	8-9
5 FAQ	10
Annex A – Apprenticeships relevant to schools	11-13
Annex B – List of approved work based learning providers	14-15
Annex C – Improving the accessibility of Apprenticeships in Schools	16-17
Annex D – Public Services Staff Commission paper – “Principles and guidance to support joint workforce planning in public services in Wales	18

Covering Note

The Apprenticeship Unit within the Welsh Government is tasked with ensuring that all sectors within Wales understand the apprenticeship offer and that apprenticeships capture current industry needs and future demand.

This guidance provides information specific to schools in Wales on what apprenticeships are, how your school can use them, and how the apprenticeship levy applies to schools. There are also links to further guidance and support.

Who is the publication for?

This guidance is for school leaders and governing bodies in all Schools in Wales, and will be useful to local authorities too.

Key Steps for Schools to take having read this guidance;

- Consider how you can introduce or develop apprenticeships in your school, whether you are looking to recruit new staff or up-skilling existing workforce
- Consider the training routes / frameworks that are available via apprenticeships – Annex A
- How can the offer best meet your needs?

Hopefully the guide will help you understand how you can access apprenticeship funding in Wales

Feedback routes / further guidance and support

If you have any feedback, questions or require further information you can email;

DfES-ApprenticeshipUnit@gov.wales

1 Overview of Apprenticeship Policy in Wales

Background – Our Policy & Priorities

In February 2017, the Welsh Government published its Apprenticeships Skills Policy;

<http://gov.wales/docs/dcells/publications/170206-app-policy-plan-en-v3.pdf>

The policy is aimed at aligning apprenticeships to the needs of the Welsh economy so that the skills system is responsive to industry changes, as well as investing in training which will provide economic and social returns.





Apprenticeships continue to be our flagship programme and have proven their effectiveness in the market place with employers and young people alike. Wales has developed a highly successful Apprenticeship Programme over the last few years, one built in partnership with Welsh businesses and with a strong focus on the quality of delivery. The programme is highly valued by both employers and apprentices and our framework success rates remain high with completion rates consistently over 80 per cent.

Our aim is to deliver a minimum of 100,000 apprenticeship places up to 2021, to meet and support the process of aligning the skills people gain and the skills the economy needs. We want Wales to be a country that gives equal esteem to vocational education.

We recognise the need for Wales to embed skills development into everyday business practice. It calls for the continuing development of a professional workforce that is recognised and rewarded accordingly, whilst securing the future workforce by offering what must be seen as a career of choice and an alternative to Higher Education.

Priorities for Apprenticeship Recruitment

Our delivery priorities for Wales until 2021 are:

-  **Addressing acute skill shortages** through extending and developing apprenticeships, particularly in growth sectors.
-  **Developing higher level skills**, focusing on apprenticeships at level 3 and above, where returns tend to be higher and where the most successful European countries deliver.
-  **Improving Access, Equality and Equity of opportunity**, through supporting people into employment who are new to the workplace and focusing on progression in the workplace.
-  **Deliver Apprenticeships in Welsh**, through strengthening opportunities to undertake an apprenticeship through the medium of Welsh or bilingually.

- ✚ **Increasing apprentices aged 16-19** - including raising the number of school leavers going on to apprenticeships.
- ✚ **Developing skill pathways** - Integrating apprenticeships into the wider education system.
- ✚ **Establish a new system for framework review and development** to ensure that apprenticeships are designed to meet employer needs and are responsive to industry changes.

2 What is an Apprenticeship?

Apprenticeships are a way to earn a wage and work alongside experienced staff to gain job-specific skills.

An apprentice must be employed for a minimum of 16 hours a week and be receiving at least the apprenticeship minimum wage or the age related wage. The Welsh Government pays for the training element whilst the employer pays for the employment costs, such as salary. The funding supports both new entrants as well as those that are already in employment wishing to up-skill.

It usually takes 2 or 3 years to complete an apprenticeship. It combines practical, work-based training with study (usually one day per week), working towards a **Welsh Apprenticeship Framework**.

Welsh apprenticeships are delivered via a network of **19 approved works based learning, quality assured training providers (see Annex B)**. Their aim is to mentor, support and advise employers and individuals on all aspects of the programme. Apprentices will select an appropriate Apprenticeship Framework to complete. All frameworks include a **Competence, Knowledge and relevant Essential Skills qualifications**.

Entry level requirements and qualifications are detailed within each framework.

There are around 190 job roles available on a broad range of sectors covering the following levels:

- | | |
|-----------------------------|--|
| ➤ Foundation Apprenticeship | Level 2 (GCSE level) |
| ➤ Apprenticeships | Level 3 (A Level) |
| ➤ Higher Apprenticeships | Level 4-5 (HNC/HND/FDs) |
| ➤ Degree Apprenticeships | Level 6 – <i>these are currently in development in ICT and Engineering</i> |

Apprenticeships are a great way for schools to improve the skills base of their employees. They are a tried and tested way to recruit new staff, and to re-train or up-skill existing staff of all ages and levels of experience, in a wide variety of roles. You can use them to provide training that is tailored to the needs and requirements of your school, with learning taking place in the workplace as well as through formal training, to minimise disruption and maximise impact.

Further information on Apprenticeships can be accessed on the Welsh Government website;

<http://gov.wales/topics/educationandskills/skillsandtraining/apprenticeships/?lang=en>

3 The Apprenticeship Levy & what it means for Wales

The UK Apprenticeship Levy is a UK Government employment tax that came into force from 6 April 2017. All employers (Public, Private and Third sectors) with a pay bill of more than £3 million per annum will pay the levy.

The levy rate is **0.5% of the employers' pay bill** based on total employee annual earnings excluding payments, such as benefits in kind.

Employers will have a levy **allowance of £15,000 per year** to offset against the levy which is paid to HM Revenue and Customs through PAYE process. There is an exemption for Employers Class 1 NIC for qualifying apprentices under the age of 25.

Wales receives its proportion of the Apprenticeship Levy via the Barnett consequential, alongside Northern Ireland and Scotland. For 2017/18 and 2018/19 this does not represent a population share of the forecast levy and in recognition of this the Treasury has provided a small amount of additional funding in these years.

We acknowledge the additional financial burden the levy will place on public sector employers. Wales, along with Scotland and Northern Ireland, were not consulted on the introduction of the levy, its scope and the rate.

As background: a press release from February 2016:

<http://gov.wales/newsroom/educationandskills/2016/concern-over-apprenticeship-levy/?lang=en>

4 Keys Steps for Schools to consider

STEP1: The Apprenticeship Levy and impact on budgets

All schools can access apprenticeship funding regardless of whether they are a Levy payer or not.




Schools should speak directly to their Local Authority to fully understand the impact of the Levy and how this will affect school budgets.

STEP 2: Consider the apprentice routes that you may wish to access

A full list of relevant apprenticeship routes and frameworks are detailed on [Annex A](#).

Schools employ staff in a wide range of roles that align with apprenticeships. Remember that apprenticeships are for existing employees as well as new recruits, so they are both a way of accessing new talent, and retraining or up-skilling your current staff.

When considering how to use apprenticeships in your school, you might want to think about the following:

-  Are other schools in my area already using apprenticeships, and if so what can I learn from them?
-  What skills do our employees need now and in the future and can apprenticeships help with this?
-  How do the roles in our school fit with the currently available apprenticeships?

The **Apprenticeship Framework Online (AFO)** website will provide you with full details of all frameworks available (search by Wales or Sector as this website relates to the UK as a whole). Wales only funds frameworks, and is not moving to the Industry Standards as in England.

<http://www.afo.sscalliance.org/>

All frameworks follow a standard format and content; these include a **Competence, Knowledge and Essential Skills** (communication, application of number and digital) qualifications and detail the Pathways and levels available.

STEP3: Accessing apprenticeship support and funding in Wales

If you are interested in accessing apprenticeship funding, you can find further information on the Welsh Government website or via Business Wales. Links as follows;

<http://gov.wales/topics/educationandskills/skillsandtraining/apprenticeships/?lang=en>

The contact details of the 19 approved work based learning providers referred to can be seen on **ANNEX B** of this guidance.

5 FAQ

1. Will a digital voucher system operate in Wales in the same way as England?

The English system operates via a digital voucher / on-line account accessed via the new '**apprenticeship service**'. Employers can manage the 'funds' in their account and source and manage their own training requirements with their chosen training provider.

The Welsh Government has no plans to introduce the digital voucher system or apprenticeship standards as in England. We have seen no evidence that a voucher system would improve quality within the system as it is thought to create additional bureaucracy for employers and uncertainties as to how non levy employers would be supported. Standards are still in early stages of development and we are maintaining a watching brief on their progress as well as feedback from the customer/industry.

2. Why is the apprenticeship system different in Wales?

Skills', including apprenticeships, is a matter devolved to the Welsh Government. The Welsh Government has developed its apprenticeship system to meet the needs and priorities of Wales. Wales has a focus on quality to ensure value for money. Apprenticeship delivery and funding is prioritised based on the needs of the economy and employers. For example, we have established **Regional Skills Partnerships** to engage with employers and provide us with intelligence on skills needs and gaps. We prioritise our provision in line with evidenced need.

There are 3 Regional Skills Partnerships;

North Wales Economic Ambition Board (NWEAB)

Contact Iwan Thomas: iwan.thomas@dataunitwales.gov.uk
or www.northwaleseab.co.uk

Cardiff Capital Region Skills Partnership (CCRSP), formerly known as the South East Wales Learning, Skills and Innovation Partnership (LSkIP)

Contact Karen Higgins: Karen.higgins@wlga.gov.uk or www.wlga.gov.uk

Regional Learning & Skills Partnership for South West & Mid Wales

Contact Jane Lewis: jelewis@carmarthenshire.gov.uk or www.rip.org.uk

Annex A – Apprenticeships relevant to schools

Schools employ staff in a **wide range of functions**, many of which may be suitable for using apprenticeships to support training and development.

Apprenticeship Frameworks set out the core knowledge; skills and behaviours apprentices will need to demonstrate to be fully competent in an occupation. **Entry level** requirements and qualifications are also detailed within each framework.

Levels of Apprenticeships;

- **Foundation Apprenticeship (Level 2)** – Foundation apprentices study towards qualifications equivalent to 5 GCSEs or NVQ Level 2 and often go on to complete Apprenticeships and Higher Apprenticeships.
- **Apprenticeship (Level 3)** – Apprentices gain valuable on the job skills, whilst studying towards nationally recognized qualification equivalent to 5GCSEs, 2 A-Levels and NVQ level 3.
- **Higher Apprenticeship (Level 4+)** – Higher Apprenticeships allow individuals to work towards a qualification equivalent to a foundation or honors degree.

Occupation	Apprenticeship framework	Job role(s)
Teaching & Teaching Assistant routes;		
Teaching Assistants	Supporting Teaching and Learning in Schools (Level 2 & 3) <i>NB – Progression routes from Level 2 are outlined on pages 17 & 18 of the framework</i>	<u>Level 2:</u> Teaching Assistant Classroom Assistant Learning Support Assistant <u>Level 3:</u> As above, plus; Special Needs Assistant Additional Learning Needs Assistant Behaviour Support Assistant Pastoral / Welfare Support Assistant Bilingual Support Assistant Foundation Phase Assistant Learning Coach Team Leader Cover Supervisor
Teaching Assistants	Learning Support (Level 3)	Learning Support Practitioner

Teaching Assistants	Children's Care, Learning & Development (Level 2-4+)	<p>Level 2: Nursery Assistant Cynorthwydd Cylch Out-of-School Childcare Assistant Playgroup Assistant Creche Assistant</p> <p>Level 3: Nursery Practitioner Senior Nursery Practitioner / Room Leader Crèche Leader/Practitioner</p> <p>Level 4: Advanced Practitioner (suitable for cpd for room leaders, senior practitioners, deputy or assistant managers, who work within early years and childcare settings with children under the age of 7 and who have some level of managerial or leadership activities)</p> <p>Leadership & Management i.e. Flying Start Manager, Day Care Manager, Integrated Childcare Manager</p>
Play Centre worker	Playwork and Advanced Playwork (Level 2,3 and 5)	Assistant playworker Play centre assistant Playworker Senior playworker
Youth Worker	Youth Worker (Level 2&3)	Assistant Youth Worker/Youth Worker Junior Leader
School Management & All Support Areas;		
Business & Administration	Leadership / Management (Level 2-5)	School Business Manager Learning Manager Office Manager
	Information, Advice and Guidance (Level 3&4)	Project / Support Worker Tutor Family Support Officer Careers Advisor

	Business Administration – administration (Level 2-4)	Administrator/Clerk Personal Assistant School Secretary Receptionist
	Customer Service (Level 2&3)	Receptionist
Catering and hospitality	Cleaning & Environmental Support Services (Level 2-4)	Cleaners / Cleaning Team Leaders Caretaker
	Hospitality & Catering (Level 2&3)	Cook
Facilities / Premises Management	Facilities Management (Level 2-5)	Premises Manager / Caretaker
Digital	IT, software, Web and Telecoms professional (Level 2-4)	ICT Technician / ICT Network Manager
	Social Media & Digital Marketing (Level 3&4)	ICT Technician / ICT Network Manager
	IT Users (Level 2&3)	Office Support Teaching Assistant Website Technician / Designer
Legal, Accounting & Finance	Accounting (Level 2-4)	Finance Officer / Office Manager
Health & Science	Laboratory and Science Technicians (Level 2&3)	Science Technician
	Health & Social Care (Level 2&3)	Child Care Worker Day Care Assistant
Other	Activity Leadership (Level 2)	Activity Leader Outdoor Instructor Community Sports Coach

ANNEX B – List of approved Work Based Learning Training providers in Wales

SOUTH WALES AREA:

ALS Training

01633 663000

Helena Williams / helena.williams@alstraining.org.uk

www.alstraining.org.uk

ACT Training

02920 464727

Caroline Cooksley / ccooksley@acttraining.org.uk

www.acttraining.org.uk

Babcock Training Limited

02920 239112

Gertie Burke / gertie.burke@babcockinternational.com

www.babcockinternational.com

Cardiff and the Vale College / QSA Consortium

01446 748212

Andrew Whitcombe / awhitcombe@cavc.ac.uk

www.cavc.ac.uk

CITB

01656 655226

Alison Dudfield / alison.dudfield@citb.co.uk

www.citb.co.uk

Gower College Swansea

01792 284121 / 01792 284275

Rachel Searle / Rachel.searle@gcs.ac.uk

www.gcs.ac.uk/

ISA Training

01656 869986

Dawn Elliott / dawn.elliott@isatraining.co.uk

www.isatraining.co.uk

ITEC Training Solutions

02920 663800

Ceri Murphy / c.murphy@itecskills.co.uk

www.itecskills.co.uk

Marr Corporation t/a T2 Group

02920 799133

Jo Harvey / jo.harvey@t2group.co.uk

www.t2business.co.uk

Pembrokeshire College

01437 753177

Berni Tyler / b.tyler@pembrokeshire.ac.uk

www.pembrokeshire.ac.uk

People Plus

01443 686746

Denise Lacey / denise.lacey@peopleplus.co.uk

www.peopleplus.co.uk

Rathbone Training

02920 674943

Marc Lassetter / marc.lasseter@rathboneuk.org

www.rathboneuk.org

Skills Academy Wales at NPTC Group

01639 648325

Louise Akers / louise.akers@nptcgroup.ac.uk

www.skillsacademywales.co.uk

The CAD Centre UK Ltd

01792 644178

Linda Thomas / linda.thomas@cadcentreuk.com

www.cadcentreuk.com

Torfaen Training

01633 875929

Ceri Moffatt / training@torfaen.gov.uk

www.training.torfaen.gov.uk

Vocational Skills Partnership

01639 893229

Tammy Barker / tammyb@vsptraining.co.uk

www.vsptraining.co.uk

MID WALES AREA

Cambrian Training Company

01938 555893

Katy Godsell / apprenticeships@cambriantraining.com

www.cambriantraining.com

NORTH WALES

Coleg Cambria

01978 311794

Grwp Llandrillo Menai

01248 370125

ANNEX C: Improving the accessibility of apprenticeships

We are creating clearer routes into apprenticeships for 14-19 year olds, through facilitating the skills training and promoting awareness of vocational learning and apprenticeship options.

SKILLS COMPETITIONS

Annual campaigns are operating to raise the profile of the apprenticeships to young people. Skills Competitions allow vocational learners to develop and show cases their skills at a UK and world level. Wales was the top region for Skills Competitors at the latest WorldSkills UK Live. We had 99 competitors (which is just over 20% of the UK total). Wales has secured 25 competitors in the UK squad for WorldSkills in Russia in 2019 with 4 competitors representing the Wales and the UK at EuroSkills Budapest in September 2018.

The competitions aims to raise the profile of skills in Wales and offers school pupils, students, trainees and apprentices in Wales a chance to challenge, benchmark and raise their skills. A variety of competitions are held annually across multiple sectors, including; Media & Creative, Construction & Infrastructure, Engineering and Technology, IT & Enterprise and Hospitality & Lifestyle. Further information can be found at <https://www.inspiringskills.wales/skills-competition-wales>

HAVE A GO EVENTS

The “Have a Go” initiative is aimed at those aged 11-16, to try out new skills on a range of fun and interactive activities - such as virtual welding, programming robots and using a simulated tractor.

Since its inception in March 2016 through to March 2017, the Have a Go initiative has engaged with 129 schools in Wales, 22 local authorities and 55,000 young people.

<https://www.haveagowales.co.uk/>

JUNIOR APPRENTICESHIPS (Pilot Programme)

Junior Apprenticeships offer year 10 and 11 pupils the opportunity to study full-time for a future career in a college setting from the age of 14. The programme offers a two-year programme of work-related education with work experience built in, alongside a Level 2

course that is equivalent to four or five GCSEs, in a range of different vocational pathways. Each apprentice also studies GCSEs in Maths and English alongside their chosen area. There are a number of programme codes in the directory to reflect different Junior Apprenticeship pathways.

Each Junior Apprentice should have access to support with teaching and learning, help with behaviour management, and a designated Welfare Officer to support day to day issues and provide pastoral care.

The aim of the Junior Apprenticeship is to make the learner employable or ready to progress onto a higher level vocational course or apprenticeship at the age of 16.

The Junior Apprenticeship Programme is primarily funded by the Local Authority and therefore it is essential that agreement is reached between the LA and the College before this provision is agreed.

PREPARATION TO APPRENTICESHIP PROGRAMME / ENHANCED PROGRAMMES

A scheme for young people aged 16-19, allowing them to gain foundational skills and help them to progress into employment and onto a high quality apprenticeship. This is an employer-led programme.

Enhanced Programmes are available at levels 2 and 3 in three Subject Sector areas; Engineering, Construction and Information Technology. The main aim of Enhanced programmes is to prepare participants for entry into employment via the Apprenticeship Programme where they will work towards an Apprenticeship framework.

Enhanced Programmes increase the standard number of hours of learning delivery by Further Education Institutions (FEIs) from a minimum of 16 hours per week up to a maximum of 30 hours per week to cover a set curriculum to meet the needs of employers; deliver qualifications to learners that will meet identified employer needs within the region; and utilise direct employer engagement through the work placement element of the learning programmes.

Each of the Enhanced Programmes has a separate specification, comprising entry requirements, which has been issued to providers. Further copies are available on request from post16planningandfunding@gov.wales.

ANNEX D: Public Services Staff Commission paper – “Principles and guidance to support joint workforce planning in public services in Wales

The Public Services Staff Commission published a paper in July 2017 on principles and guidance to support joint workforce planning.

The document was developed in conjunction with members of the Workforce Planning and Mobility subgroup of the Workforce Partnership Council (the WPM subgroup).

Its aim is to achieve greater consistency in the outcomes of workforce planning undertaken by individual organisations. It is hoped this would then improve co-ordination and greater consistency in workforce planning arrangements in public services in Wales, and allow for the sharing of workforce training development and delivery costs.

Details of the background to and copy of, the guidance can be accessed via the attached link.

<http://publicservicesstaffcommission.gov.wales/guidance-and-reports/principles-guidance-support-joint-workforce-planning-public-services-in-wales?lang=en>