

# APPRENTICESHIP POLICY

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Dales Academies Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, company number 08372064, whose registered office is at All Saints Academy, Blair Avenue, Ingleby Barwick, Stockton On Tees, TS17 5BL.

### **1. Introduction**

This Policy sets out the Framework for how apprenticeships are going to be managed and operate for all schools within the Dales Academies Trust.

### **2. Background**

The apprenticeship levy, which came into force through the Finance Act 2016, requires all employers operating in the UK with a pay bill of over £3million each year to invest in apprenticeships. The total pay bill of all schools within the Trust is added together. This determines that the Trust pay bill is over £3million. The levy is 0.5% of the pay bill with an allowance of £15,000 offset against this payment.

Trust operates with one PAYE reference and therefore the Trust is effectively classed as a single employer when calculating the apprentice levy and therefore is entitled to one £15,000 allowance.

The apprenticeship levy funding is accessed through a digital services apprenticeship account. Funds will expire 24 months after they enter our apprenticeship service account unless they are spent on apprenticeship training with a training provider. Whenever a payment is taken from the account, the service automatically uses the funds that entered the account first.

### **3. How it will Operate**

The apprenticeship scheme will be operated and managed by the Trust Central Team, however the school will still be responsible for managing the apprentice who is in post at the school, or the member of staff who is accessing the CPD apprenticeship training.

A School must contact the Finance and Operations Director in the first instance if they would like to appoint an apprentice or looking to offer CPD training for an existing member of staff, which could be funded from the Apprenticeship Levy.

The Finance and Operations Director will need the details of the training provider and the training costs to check if there are funds available to pay for the training and assessment in the in the Trust levy account.

All submitted requests to access the levy will be discussed at the Finance and Resources committee on a termly basis. Use of the apprenticeship levy can be approved by the CEO, however where there are more requests than funding available the decision will lie with the Finance and Resources committee on how the funding should be used.

The school will still be responsible for funding the wages and any other associated costs that cannot be funded from the actual Levy.

There will be one Digital Apprenticeship Service Account for all the schools in the Trust, managed by the Trust Central Team. The levy will be taken by HMRC via payroll from each school's PAYE budget.

#### **4. Selecting a Training Provider**

Schools can select a training provider from the [Register of apprenticeship training providers \(ROATP\)](#) and agree a total price for the cost of training and assessment. For an apprenticeship standard this should include the cost of the end-point assessment which must be agreed with the provider selected from the Register of end-point assessment organisations.

Funding for all elements of each apprenticeship will be routed through a single provider who must directly deliver some of the apprenticeship training and/or on-programme assessment associated with the apprenticeship programme.

The School must provide the Finance and Operations Director with the price and the contract from the provider of the apprenticeship to ensure the contract meets the funding rules criteria of being eligible to be paid from the Apprenticeship Levy and to enter the details on to the Digital Apprenticeship Services Account.

#### **5. Apprenticeship Funding Rules**

The apprenticeship must last for at least one year, or more if specified in the apprenticeship standard or framework. The minimum duration of each apprenticeship is based on the apprentice working 30 hours a week or more, including any off-the-job training they undertake which must be at least 20% of their time.

The full list of funding rules can be read here: [Apprenticeship funding rules and guidance for employers](#)

#### **6. Digital Apprenticeship Service Account**

The Trust is responsible for recording the required details of the apprenticeship in the account. This will be managed by the Trusts Finance and Operations Director. The Trust can give the provider permission to enter this information on their behalf but will need to authorise the apprentice details so they can use the digital funds to pay for that apprenticeship.

#### **7. Monitoring**

The Trust Finance and Resources Committee will have delegated responsibility for monitoring the Apprenticeship Levy, to ensure it is being spent in accordance with the funding rules and that best value is being achieved from the levy fund.

A report will go to the Finance & Resources Committee, showing the budget and expenditure, including the detail of what training has been taken to date and what is being planned for the future.