



<https://www.gov.uk/apply-apprenticeship>

As an employer, apprenticeships provide you with a valuable member of staff who will be developing their skills and/or gaining experience while working for your school.

Maintained schools for the purposes of the apprenticeship levy are considered employees of Cambridgeshire county council. This is why maintained schools pay into the levy through the county council. This means that maintained schools wanting to employ an apprentice must follow the same procurement process as the county council.

The county council has a partner organisation LGSS who is their preferred supplier for apprenticeships. Any apprenticeships that are not offered by them must be procured through open competition. The apprenticeships that they offer and relevant to schools are:

- [Business Administrator Level 3](https://lgss.learningpool.com/mod/page/view.php?id=2871) (<https://lgss.learningpool.com/mod/page/view.php?id=2871>)
- [Team Leader/Supervisor Level 3](https://lgss.learningpool.com/mod/page/view.php?id=2871) (<https://lgss.learningpool.com/mod/page/view.php?id=2871>)
- [Customer Service Practitioner Level 2](https://lgss.learningpool.com/mod/page/view.php?id=2871) (<https://lgss.learningpool.com/mod/page/view.php?id=2871>)
- [Customer Service Specialist Level 3](https://lgss.learningpool.com/mod/page/view.php?id=2871) (<https://lgss.learningpool.com/mod/page/view.php?id=2871>)
- [Operations/Departmental Manager Level 5](https://lgss.learningpool.com/mod/page/view.php?id=2871) (<https://lgss.learningpool.com/mod/page/view.php?id=2871>)

In some cases LGSS have already procured apprenticeship contracts with a large cohort allowing for schools to join in after they have opened. The contract that is currently open are to Cambridgeshire schools is:

- [Sports Leader Level 3](https://findapprenticeshiptraining.apprenticeships.education.gov.uk/Apprenticeship/Framework/613-2-12?keyword=supporting%20teaching%20and%20learning%20in%20physical%20education) (<https://findapprenticeshiptraining.apprenticeships.education.gov.uk/Apprenticeship/Framework/613-2-12?keyword=supporting%20teaching%20and%20learning%20in%20physical%20education>) (delivers in the workplace)

Apprentices that would currently need to be procured:

- [TA Level 3](https://www.instituteforapprenticeships.org/apprenticeship-standards/teaching-assistant/) (<https://www.instituteforapprenticeships.org/apprenticeship-standards/teaching-assistant/>)
- [EY Practitioner Level 3](https://www.instituteforapprenticeships.org/apprenticeship-standards/early-years-educator/) (<https://www.instituteforapprenticeships.org/apprenticeship-standards/early-years-educator/>) (available soon)
- [Teaching and Learning Level 2 and Level 3](https://findapprenticeshiptraining.apprenticeships.education.gov.uk/Apprenticeship/Framework/420-3-1) (<https://findapprenticeshiptraining.apprenticeships.education.gov.uk/Apprenticeship/Framework/420-3-1>) (based on old framework till Aug 2020)
- [Teacher](https://www.instituteforapprenticeships.org/apprenticeship-standards/teacher/) (<https://www.instituteforapprenticeships.org/apprenticeship-standards/teacher/>)
- [School Business Professional Level 4](https://www.instituteforapprenticeships.org/apprenticeship-standards/school-business-professional/) (<https://www.instituteforapprenticeships.org/apprenticeship-standards/school-business-professional/>)
- [Career Development Professional Level 6](https://www.instituteforapprenticeships.org/apprenticeship-standards/career-development-professional/) (coming soon) (<https://www.instituteforapprenticeships.org/apprenticeship-standards/career-development-professional/>)



If you are a **maintained school** your please make an initial enquiry with our apprentices procurement manager, Paula Schofield (Paula.schofield@northampton.gov.uk). Paula will ask you to fill n an enquiry




form for you as an employer and one for the potential apprentice. They are both below. She will also guide you through the process of identifying, recruiting and monitoring your apprentice. You must follow the process to avoid delays and to provide the best possible clarity for all parties involved.

The government has introduced a number of new reforms to the way that Apprenticeships are offered, managed and provided. Apprenticeships can now be offered to employees of all ages. You can recruit apprentices and/or use apprenticeships for existing members of staff as part of their CPD if an individual needs significant new knowledge and skills which will help them in their role and future progression.

A guide detailing the opportunities and benefits to being an apprentice can be found at:

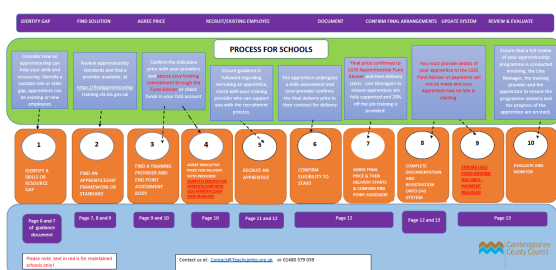
<https://www.gov.uk/government/publications/a-guide-to-apprenticeships>
<https://www.gov.uk/government/publications/a-guide-to-apprenticeships>

<p> Form 2 - Apprenticeship Eligibility Form - Employee (https://learntogether-live.storage.googleapis.com/upload/www.cambslearntogether.co.uk/services-to-schools/apprentices/Form%20%20-%20Apprenticeship%20Eligibility%20Form%20-%20Employee%20%28from%2001.08.18%29.docx?inline=true) Size: 64.82 KB File format: docx</p>	<p> Form 3 - Apprenticeship Eligibility Form - Employee (from 01.08.18) (https://learntogether-live.storage.googleapis.com/upload/www.cambslearntogether.co.uk/services-to-schools/apprentices/Form%20%20-%20Apprenticeship%20Eligibility%20Form%20-%20Employee%20%28from%2001.08.18%29.docx?inline=true) Size: 67.92 KB File format: docx</p>
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<p> Teacher apprenticeship summary Mar18 (https://learntogether-live.storage.googleapis.com/upload/www.cambslearntogether.co.uk/services-to-schools/apprentices/Teacher%20Apprenticeship%20summary%20Mar18.pdf?inline=true) Size: 477.54 KB File format: pdf</p>	<p>Apprenticeship opportunities for existing staff or new recruits can be found in the Apprenticeship Summary Mar18 (https://www.instituteforapprenticeships.org/apprenticeship-standards/teaching-assistant/), Business Administration (https://www.instituteforapprenticeships.org/apprenticeship-standards/business-administrator/), School Business Management (https://www.instituteforapprenticeships.org/apprenticeship-standards/school-business-professional/) Management (https://www.instituteforapprenticeships.org/apprenticeship-standards/school-business-professional/)</p>
<p> Apprenticeship Guidance for Academies Foundation VA FINAL (https://learntogether-live.storage.googleapis.com/upload/www.cambslearntogether.co.uk/services-to-schools/apprentices/Apprenticeship%20Guidance%20for%20Academies%20Foundation%20VA%20Final%202018.docx) Size: 1,013.12 KB File format: docx</p>	
<p> Apprenticeship Guidance for Academies Foundation VA (https://learntogether-live.storage.googleapis.com/upload/www.cambslearntogether.co.uk/services-to-schools/apprentices/Apprenticeship%20Guidance%20for%20Academies%20Foundation%20VA%20Oct%202018.pdf?inline=true) Size: 1.17 MB File format: pdf</p>	

There is more information about specific apprenticeships that might be of interest to schools or settings in the Apprenticeships Guidance for all schools or settings (<https://www.instituteforapprenticeships.org/apprenticeship-standards/school-business-professional/>) Management also has information on how to recruit an apprentice and how to access funding.

New - You will also see to the left here, a guide for **academies, foundation and voluntary aided schools** who have their own levy accounts and will contract directly with providers for apprenticeships.



<https://learntogether-live.storage.googleapis.com/upload/Apprenticeship/Apprenticeship%20Levy%20Process%20Diagram%20v2.pdf>

Contact

For advice on the Digital Apprenticeship Service (DAS) Account:
BForbes@northamptonshire.gov.uk
Helen Manley - Senior Adviser: Curriculum, Teaching and Leadership
Lynne Birch - Schools Engagement Adviser

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