



Staff Apprenticeships Policy

Date of last review:	July 2025	Review period:	1 year
Date of next review:	July 2027	Owner:	DoE
Type of policy:	Trust	LGB or Board approval:	Board
Signed:			

Victoria Academies Trust

Developing Talent Through Apprenticeships

1. Policy Statement

This policy outlines how Victoria Academies Trust supports apprenticeships as a strategic tool for workforce development. It covers:

- The recruitment and employment of new staff as apprentices.
- The use of the Apprenticeship Levy to upskill existing employees.

2. Aims

- To attract new talent into education through structured apprenticeship pathways.
- To provide professional development opportunities for existing staff.
- To ensure consistent, high-quality training aligned with Trust and school priorities.

3. Scope

This policy applies to:

- All schools within the Trust (10 mainstream primary and 1 special needs primary).
- All categories of staff: teaching, support, administrative, and leadership.

4. Strand 1: Employing New Staff as Apprentices

4.1. Eligibility

- Open to individuals aged 16+ who meet apprenticeship funding criteria.
- Roles may include: Teacher, Teaching Assistant, Early Years Educator, Business Administrator, IT Support, Site Staff, etc.

4.2. Recruitment Process

- Schools wishing to recruit an apprenticeship role must first add their request through the apprenticeship boards by completing the apprenticeship request form
- Agreed apprenticeship vacancies (as per Scheme of Delegation and flowchart in **Appendix One**) advertised via Trust website, DfE, Teaching Vacancies, through agreed Apprenticeship Provider and local job boards, as appropriate
- Shortlisting and interviews conducted by the relevant school members in accordance with Scheme of Delegation and with HR oversight.
- Successful candidates issued an apprenticeship contract by Apprenticeship Provider alongside Apprenticeship employee contract (fixed-term or permanent depending on role).
- COO agrees training on the Digital Apprenticeship Service (DAS)
- Headteacher signs training contract
- Executive Assistant updates VAT Central Apprenticeships Tracker

4.3. Training Provider Partnership

- The Trust partners with approved training providers listed on the ESFA Register. In the first instance schools are expected to use the shortlisted and quality assured VAT approved provider list (**Appendix Two**).

- Providers stipulate off-the-job training (minimum 20% of working hours) and support end-point assessment.

4.4. Support and Supervision

- Each apprentice is assigned a workplace mentor.
 - Regular progress reviews held between apprentice, mentor, and training provider.
 - Apprentices are included in all relevant CPD and staff development activities.
- Quality assurance of in-school support and supervision undertaken by Head of CPD (HoCPD)
- Apprentices will receive induction in line with trust induction policy

4.5. Progression

- 3 months prior to completion of the apprenticeship, the line manager will meet with the apprentice to discuss further opportunities and next steps
- Apprentices are encouraged to apply for permanent roles upon completion.
- Where appropriate, progression to higher-level apprenticeships is supported

5. Strand 2: Upskilling Existing Staff Using the Apprenticeship Levy

5.1. Accessing Levy Funding

- The Trust uses its Apprenticeship Levy account to fund training for eligible existing staff.
- Staff must be employed for a minimum of 30 hours per week and have a contract lasting the duration of the apprenticeship.

5.2. Eligible Apprenticeships

There are a range of appropriate apprenticeships available on the [government website](#) and our Victoria Academies Trust offer can be found in Appendix Two. Examples include, but are not limited to:

- Level 3 Teaching Assistant
- Level 4 School Business Professional
- Level 5 Specialist Teaching Assistant
- Level 5 Operations/Departmental Manager
- Level 6 Teacher Apprenticeship (QTS)

5.3. Application Process

- Staff express interest via line manager or annual appraisal.
- CPD Apprenticeship Training request form completed by employee/line manager (**Appendix Three**) and returned by email to Head of CPD.
- Applications reviewed by Apprenticeships Board including: HR, DOS, HoCPD and headteachers to ensure alignment with school and trust priorities.
- Outcome from Apprenticeships Board communicated to employee and line manager
- If successful, employee completes apprenticeship application form with agreed provider
- COO agrees Levy funding for training on the Digital Apprenticeship Service (DAS)
- Headteacher sign training contract
- Executive Assistant updates VAT Central Apprenticeships Tracker

5.4. Commitment and Expectations

- Staff must commit to completing the full programme and attending all training sessions.
- Line managers provide support and ensure protected time for off-the-job training.

5.5. Monitoring and Evaluation

- VAT HR tracks apprenticeship uptake, completion, and impact.
- Annual report shared with Trust Board and Academy Councils.

6. Levy fund allocation

- All apprenticeship funding requests will be submitted to the Apprenticeship Review Board for consideration and approval.
- The Board will review each application on a case-by-case basis to ensure effective and equitable use of the Trust's apprenticeship levy funds.
- Decisions will be based on a range of factors, including but not limited to:
 - Strategic workforce priorities and organisational need.
 - The suitability of the apprenticeship programme for the employee's current role and future career pathway.
 - The viability and expected impact of the apprenticeship on school and Trust outcomes.
 - Previous and current apprenticeship levy investment within the individual's school.
 - The availability of apprenticeship levy funding across the Trust.
 - The employee's attendance, absence record and ability to commit to the programme.
 - Performance, conduct and capacity to successfully complete the apprenticeship.
 - The school's ability to support off-the-job training requirements and programme commitments.
- Approval of one apprenticeship application does not guarantee approval of future applications from the same school or department.
- The Board reserves the right to decline applications where it is not satisfied that the apprenticeship represents an effective use of Trust funds.

7. Levy fund availability

- Apprenticeship levy funding is finite and will be allocated in line with Trust priorities and available resources.
- Where levy funds are fully committed or unavailable, schools may still request approval for an apprenticeship; however, the school may be required to meet the employer contribution costs associated with the programme.
- Where applicable, schools will be responsible for funding any employer co-investment contribution (currently 5% of training and assessment costs) once available levy funds have been exhausted.
- Approval of an apprenticeship is subject to funding availability and does not create an automatic entitlement to levy-funded training.
- The Trust reserves the right to pause or defer apprenticeship approvals where levy funds have been fully allocated or where funding commitments exceed available resources.
- Schools will be informed of any financial contribution required before an apprenticeship is approved and committed to.

8. Roles and Responsibilities

Role	Responsibility
Trust HR and CPD Team	Policy implementation, provider liaison, provider QA
Trust Finance Team	Levy management, tracking and reporting
Headteachers / DoE /COO	Identify opportunities, support staff, monitor progress
Line Managers	Day-to-day support, performance reviews
Employees	Engage fully with training and development
Training Providers	Deliver high-quality training and assessment
Apprenticeship board	Consider all applications fairly and diligently

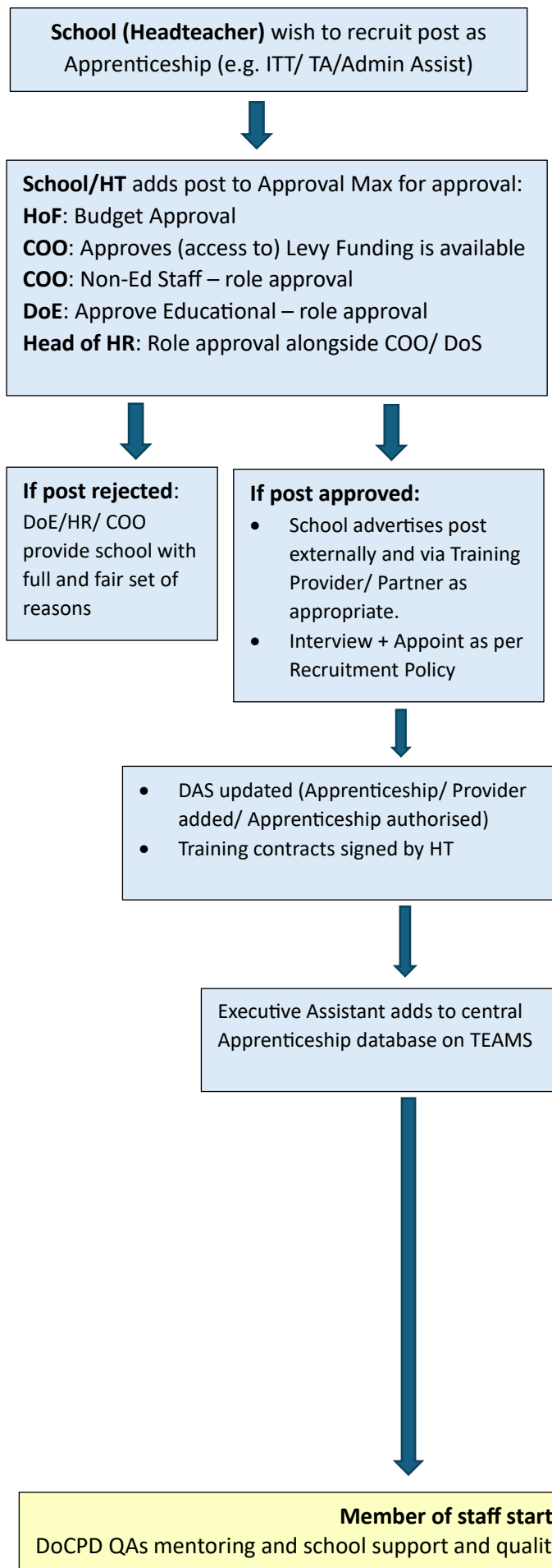
9. Review

This policy will be reviewed annually by DoE, with input from schools and staff.

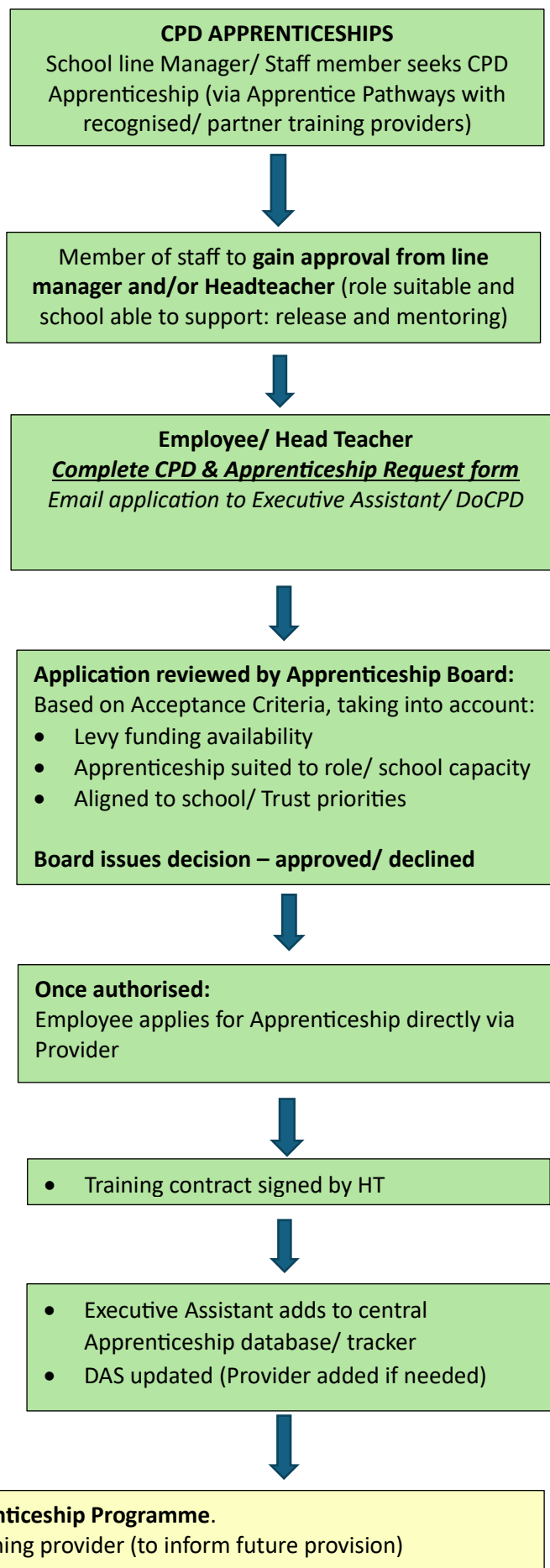
Appendix One

APPRENTICESHIP WORKFLOW/PROCESS MAP

RECRUITING APPRENTICESHIP POST (NEW EMPLOYEE)



CPD APPRENTICESHIP TRAINING: (EXISTING EMPLOYEE)



Appendix Two

Education: Teaching Assistants/ Support Staff							
Programme	Level	Funding value	*Typical Duration (months)			Provider	Suitable roles
			Practical Period	EPA	Typical duration		
Early Years Practitioner (EYP)	2	£5000	12	3	15	BPN	New to education; no previous experience
Early Years Educator (EYE)	3	£7000	15	3	18	BPN	Level 2 TAs in EYFS
Teaching Assistant	3	£7000	15	3	18	BPN*	Level 2 TAs
Teaching Assistant with SEND	3	£7000	15	3	18	BPN	Level 2 TAs
Specialist Teaching Assistant	5	£12,000	18	3		BPN	L3 TAs Experienced TAs HLTAs (without status)
Speech and Language Support Practitioner Apprenticeship	5	£12,000	15	3	18	BPN	L3 TAs HLTAs (without status)
School Staff & Community Wellbeing Champion	3	£7000	14	2	16	LMP	Learning Mentors/ DSLs Wellbeing Leads
Safeguarding Support Officer	3	£7000	18	3 (Ofqual)	21	LMP	L3 TA/ Learning Mentor * with scope to support DSL within current role
Post Graduate Initial Teacher Training (PGITT) *Primary and SEND routes	6	£9000	12	3	15	BPN*	HLTA/ Level 3 TA (with undergraduate degree) Unqualified Teachers
Pastoral Support Practitioner	4	£5000	12	3	15	BPN LMP	Pastoral lead, Attendance Lead; Behaviour support Lead, Family Support worker
Teachers/ Leaders							
Programme	Level	Funding value	*Typical Duration (months)			Provider	Suitable roles
			Practical Period	EPA	Typical duration		
AI Practitioner for schools	4	£18,000	10	4	14	BPN	Teachers, AHTs, DHs & Headteachers Data/Assessment Leads
School Leader Programme L5 Apprenticeship with NPQSL	5	£9000	16	2	18 NPQ= 18	BPN	Middle Leaders
Headteacher programme L7 Apprenticeship with NPQH	7	£14000	18	2	20 NPQ =18	BPN	Deputies New Heads
Executive Leader programme L& Apprenticeship with NPQEL	7	£14000	18	2	20 NPQ =18	BPN	Established Heads

Non -Education Staff

Programme	Level	Funding value	*Typical Duration (months)			Provider	Suitable roles
			Practical Period	EPA (organisation)	Typical duration		
<u>AI Practitioner for schools</u>	4	£18,000	10	4	14	BPN	Trust/Central Operations
<u>Accounts or Finance Assistant (AAT)</u>	2	£7000	14	3 (AAT)	17	LMP	Finance Assistant
<u>School Administrator</u>	3	£5000	14	2 (Innovate)	16	LMP	School Office Assistant/ Administrator
<u>Assistant Accountant (AAT)</u>	3	£12,000	15	3 (AAT)	18	LMP	Finance Assistant
<u>Professional Accounting Technician (AAT)</u>	4	£12,000	21	3 (AAT)	24	LMP	Senior Finance Assistant
<u>Business Operations Administrator</u>	3	£5000	14	2 (Innovate)	16	LMP	BSO
<u>Team Leader or Supervisor</u>	3	£5000	14	2 (Innovate)	16	LMP	Office Manager/ Senior Admin/ Finance Assistants/ HR
<u>School Business Professional</u>	4	£6000	17	2 (Stedfast)	19	LMP	BSO
<u>Operations Manager</u>	5	£9000	17	3 (Innovate)	20	LMP	Leadership (Head of)
Information Communications Technician	3	£15000	15	4	19	Primary Goal	IT
Network Engineer	4		18	3	21	Primary Goal	IT

Appendix Three



CPD Apprenticeship Training Request form

Name	
School	
Role	
Line Manager	
Headteacher	

Please complete Part A of this form and arrange a time to meet with your Headteacher to discuss it so that they can sign Part B and support your training request.

PART A:

Please confirm you meet the entry requirements for the proposed Apprenticeship:	FOR ALL APPRENTICESHIPS: I have held residency in the UK for the last 3 years and have a right to work in the UK		*IF REQUIRED* I have the acceptable English and maths/ entry level qualifications	
	Yes	No	Yes	No
Please identify the number of absences you have accrued in the last 12 months				
Have you been subject to any disciplinary procedures in the last 12 months				
Which Apprenticeship Training Programme would you like to apply for? Using the Apprenticeship Pathways document, please state the name of the Programme, Level and Provider you wish to apply for/to.				
Programme				
Level				
Provider				
Please explain why you wish to apply for this Apprenticeship Training Programme?				
Please state how your current role will support you to be able to demonstrate the required knowledge and understanding for the course you wish to complete. Please refer to the Course overview/ modules and requirements.				

How will your school benefit as a result of you completing this training programme?

- What value will this add to your current role/ future role at your VAT school?
- Where relevant, explain how this training aligns with your school's development plan.

How will you manage the potential additional demands of this training programme in addition to/ alongside your current role?

PART B:

I confirm that I have discussed this request with my line manager and/ or Headteacher:

Signed

Date

Headteacher Declaration/ confirmation of suitability and support:

Is this course relevant to the applicant's current role and/or potential role progression in school?

Does the applicant have the capacity and aptitude to take on additional in-role training via the proposed course?

Does the school have capacity to support the training including:

- Time for 20% off the job training activities
- Provision of in-school mentor

Potential Start date that suits school (please refer to Provider website if necessary):

Possible Identified Mentor Name for Apprenticeship:

Signed

Date