

## Apprentice Levy & Targets – Update 4

	A. Community and Voluntary Controlled (VC) schools	B. Voluntary Aided (VA) and Foundation schools
<b>Apprenticeship recruitment?</b>	<p>As schools in this category have been confirmed in Haringey's levy and targets. Haringey will be managing the apprenticeship account. The contact is <a href="mailto:maxine.sobers@haringey.gov.uk">maxine.sobers@haringey.gov.uk</a></p> <p>The apprenticeship account is where we:-</p> <ol style="list-style-type: none"> <li><b>1) Choose a training provider &amp; training</b> (You will not be able source providers outside of the account.)</li> <li><b>2) Agree a price and payment schedule</b></li> <li><b>3) Pay for training and assessment with funds through your apprenticeship service account</b> <a href="#">Levy &amp; Targets</a></li> </ol> <p><i>PLEASE NOTE THAT IT HAS BEEN RECENTLY CONFIRMED THAT ORGANISATIONS WILL HAVE TO GO THROUGH A PROCUREMENT PROCESS DUE TO THE CULMULATIVE VALUE OF THE LEVY (IF OVER 160K) THAT WILL BE TAKEN INTO THE APRENTICESHIP ACCOUNT. THEREFORE WE WILL BE LIMITED TO A REDUCED SPEND IN THE FIRST INSTANCE, UNTIL THE FRAMEMENT AGREEMENT HAS BEEN SET UP. WE ANTICIPATE THAT THE FRAMEWORK WILL BE IN PLACE BY LATE AUTUMN. IN THE MEANWHILE WE ARE ONLY ABLE TO SPEND A LIMITED AMOUNT, THEREFORE WHERE POSSIBLE APPRENTICESHIP RECRUITMENT SHOULD BE DELAYED UNTILTHE FRAMEWORK IS IN PLACE. IF THERE IS A PRESSING NEED TO RECRUIT, PLEASE EMAIL YOUR REQUEST TO <a href="mailto:maxine.sobers@haringey.gov.uk">maxine.sobers@haringey.gov.uk</a>, your email must include&gt;</i></p> <p><i>The role</i> <i>Apprenticeship <a href="#">framework</a> or <a href="#">standard</a></i> <i>Salary and hours</i></p>	<p>Depends, if your pay bill is over 3 million or you maybe part of a trust or LDBS group.</p> <p>Through the online apprenticeship service all employers will be able to:</p> <ul style="list-style-type: none"> <li>• select an apprenticeship <a href="#">framework</a> or <a href="#">standard</a></li> <li>• Choose the training provider or providers you want to deliver the training. You can only spend funds in your apprenticeship service account on training from a government-approved training provider - see the <a href="#">register of apprenticeship training organisations</a></li> <li>• choose the organisation that will assess your apprentices. You can only spend funds on assessment delivered by a government-approved assessment organisation - see the <a href="#">register of apprenticeship training organisations</a>.</li> <li>• post apprenticeship vacancies</li> <li>• set the price you've agreed with your training provider</li> <li>• pay for apprenticeship training and assessment</li> <li>• Stop or pause payments</li> </ul>
<b>Apprenticeship salaries Not sure what to pay?</b>	<p>The levy only covers the training costs therefore schools will be responsible for the salary. Haringey Council pays its apprentices £13,491.74 per annum. This is based on 30 hours per week, 6 hours per day Mon to Friday.</p> <p>The first 6 months is based on the National Living Wage (£7.50), thereafter/ subject to probation is based on the London Living Wage (£9.75).</p> <p>Whilst we encourage schools to pay on line with Haringey, we understand that this is not always possible. Therefore please ensure that you pay in line with the statutory minimum wage requirements and ensure that you are consistent:-</p>	<p>See Column A, 2017 minimum and apprenticeship rates.</p>

	Year	25 and over	21 to 24	18 to 20	Under 18	Apprentice	
	April 2017	£7.50	£7.05	£5.60	£4.05	£3.50	
<b>Standards and Frameworks available</b>	<p><b>Apprenticeship options for schools</b></p> <p>You can search for apprenticeship frameworks and standards here&gt; <a href="#">framework</a> or <a href="#">standard</a></p> <p>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 upskilling your current staff.</p> <p>When considering how to use apprenticeships in your school, you might want to think about the following:</p> <ul style="list-style-type: none"> <li>• Are other schools in my area already using apprenticeships, and if so what can I learn from them?</li> <li>• What skills do our employees need now and in the future and can apprenticeships help with this?</li> <li>• How do the roles in our school fit with the currently available apprenticeships?</li> <li>• Do I want to use my funds immediately or wait until new school specific apprenticeships, such as the teaching apprenticeship or school business management apprenticeship, become available (more detail on these within this guide)?</li> </ul> <p>A range of apprenticeships relevant to schools are either already available or currently under development, led by groups of schools. Those under development include:</p> <p><b>A teaching apprenticeship</b> which will replicate the same high standards for entry and completion as those already required of all Initial Teacher Training programmes. The group is aiming for schools to be able to employ teacher apprentices from September 2018</p> <p><b>School business manager apprenticeships</b> intended to help create a new career structure within school business management. The group aims to have the apprenticeship standards in place from late 2017. In the interim, a number of business administration apprenticeships already exist under the older style apprenticeship frameworks.</p>						
<b>Linking payroll accounts for non payroll schools</b>	<p>If your payroll is via Haringey Payroll's service, this will be collected automatically.</p> <p><b>Non Payroll Schools</b></p> <ul style="list-style-type: none"> <li>– If your payroll service is with a provider, the provider will process your payments via their EPS / make the necessary arrangements to ensure this payment is reported and collected.</li> <li>– We are in the process of linking your PAYE reference numbers with our PAYE number via the new apprenticeship account. In order to link your account we have created new government gateway accounts on your behalf, Government Gateway will send you a letter confirming this which includes an authorisation code to activate the account, please scan the letter containing the code to <a href="mailto:maxine.sobers@haringey.uk">maxine.sobers@haringey.uk</a> to complete the process.</li> </ul>			<p>For details on how to pay &gt;<a href="#">Paying the levy</a></p>			
<b>Contact</b>	<p>Contact <a href="#">Maxine Sobers</a> to receive further information. <a href="mailto:maxine.sobers@haringey.gov.uk">maxine.sobers@haringey.gov.uk</a></p>			<p><a href="#">Levy &amp; Targets</a></p>			