

## The Process for Maintained Schools in Leicestershire to access the Apprenticeship Levy

From May 2017 the way that apprenticeships were funded changed. If you are a Maintained School in Leicestershire you will access the funds to pay for apprenticeship qualifications through Leicestershire County Council. The process is as follows;

- The school goes through its' usual internal procedures to identify a skills gap and decide that they want to recruit a new apprentice or support an existing member of staff to do an apprenticeship, e.g. for the purpose of career development or succession planning.
- The school then contacts the local authority apprenticeship lead for Maintained Schools, which is Mandy Scrivens (mandy.scrivens@leics.gov.uk – 0116 305 5812).
- The school will then discuss with the apprenticeship lead, their requirements, e.g. what is needed and what type of apprenticeship qualifications are available.
- The local authority apprenticeship lead will then check the Government Digital Account to ensure that the funding is available to support the qualification and to search for a range of providers on behalf of the school. All of the providers on the digital account have been quality assured and will show a rating in terms of client satisfaction and also learner achievement. Having this range of options can help in terms of negotiating costs, ensuring that we are accessing the best providers and giving a choice.
- The options will then be discussed with the school and a decision will be made by the school as to which provider they wish to work with.
- The local authority apprenticeship lead will then put the provider in touch with the school where discussions around recruitment and/or progression will take place.
- The provider will sign a contract with the school and the apprentice will sign an employment contract with the school and a learning contract with the provider.
- The local authority Lead will then process the details onto the Government digital account and the funds will be released to the training provider.

Click the below link to access a copy of the DfE Schools' Guide to Apprenticeship Reforms March 2017.

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/598603/Schools\\_guide\\_to\\_apprenticeship\\_reforms.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/598603/Schools_guide_to_apprenticeship_reforms.pdf)

