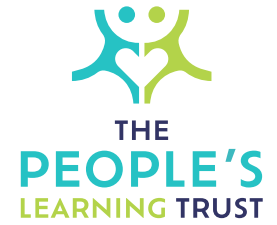


# APPRENTICESHIP POLICY



## The People's Learning Trust: Apprenticeship Provision Policy & Procedure

Policy Title:	Date Approved:	Approved by:	Review Date:
Apprenticeship Policy	13.03.25	Board of Trustees	March 26

# APPRENTICESHIP POLICY



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# APPRENTICESHIP POLICY



## 1. INTRODUCTION

The People's Learning Trust is committed to fostering talent and providing development opportunities through apprenticeships. Apprenticeships offer individuals the chance to gain valuable work experience while simultaneously obtaining formal qualifications. This policy outlines our approach to implementing apprenticeships within our Trust, ensuring compliance with UK legislation and government guidance. By investing in apprenticeships, we aim to support career progression, develop workforce skills, and enhance the professional landscape within the education sector.

## 2. SCOPE

This policy applies to all academies operating under The People's Learning Trust and is relevant to both new applicants seeking apprenticeship opportunities and existing employees who wish to develop their skills through an apprenticeship program. It sets out the framework for recruitment, training, and support of apprentices across the Trust, ensuring consistency and fairness in all processes.

This policy is non-contractual and may be amended at the Trust's discretion at any time without notice.

## 3. OBJECTIVES

Our apprenticeship program is designed to support workforce development and succession planning by providing a structured pathway for individuals to gain relevant qualifications while working. Through apprenticeships, we aim to equip employees with the necessary knowledge, skills, and behaviours required for professional growth within the education sector. Furthermore, we seek to contribute to the broader educational community by nurturing skilled professionals who can add value to our academies and the wider workforce.

## 4. DEFINITIONS

An apprenticeship is a structured work-based training program that combines practical, hands-on experience with theoretical learning. This training leads to a nationally recognised qualification, equipping the apprentice with the essential skills and knowledge required for their chosen career path. Apprenticeships are available at various levels, from intermediate to advanced and higher qualifications, ensuring accessibility for individuals at different stages of their professional journey.

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## 5. LEGAL FRAMEWORK

This policy is aligned with the key legal and regulatory requirements governing apprenticeships in the UK. It adheres to the provisions set out in the Apprenticeships, Skills, Children and Learning Act 2009, ensuring that all apprenticeships meet statutory requirements. Additionally, it complies with the framework established under the Apprenticeship Levy, which provides funding mechanisms for training and assessment. The policy also incorporates the Education and Skills Funding Agency (ESFA) Apprenticeship Funding Rules, ensuring adherence to financial and operational guidelines. Furthermore, our approach is consistent with the Equality Act 2010, guaranteeing that apprenticeship opportunities are inclusive and accessible to all, as well as the Data Protection Act 2018, which governs the handling of personal information related to apprentices.

## 6. APPRENTICESHIP LEVY

As part of our commitment to supporting apprenticeships, The People's Learning Trust is able to draw from Everton FC's Levy, which is a government initiative requiring employers with an annual pay bill exceeding £3 million to set aside funds for apprenticeship training.

In line with the allocation of appropriate funds through the Club, the Trust actively manages levy contributions to ensure that funds are utilised effectively and in alignment with workforce development needs.

The Trust's HR and Finance departments oversee the strategic use of levy funds to maximise their impact and ensure full compliance with funding rules.

## 7. ROLES & RESPONSIBILITIES

The strategic implementation of apprenticeships across the Trust is overseen by the Trust Leadership team, ensuring that apprenticeship opportunities align with organisational goals. The Director of People is responsible for managing the recruitment, coordination, and compliance of apprenticeship agreements, ensuring adherence to funding rules and legislative requirements. Line managers play a crucial role in supporting apprentices by providing day-to-day guidance, ensuring that training objectives are met, and conducting regular progress reviews. The Director of Finance is responsible for monitoring levy contributions, overseeing the allocation of funds, and ensuring proper financial reporting.

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## 8. IDENTIFYING APPRENTICESHIP OPPORTUNITIES

Apprenticeship opportunities within the trust arise through workforce planning, identification of skills gaps, and professional development requirements. By assessing the Trust's evolving needs, we determine where apprenticeships can be utilised to support staffing, training, and career progression. Additionally, existing employees may explore apprenticeships as a means of professional development, enabling them to upskill and gain formal qualifications while continuing to work.

## 9. RECRUITMENT AND SELECTION

The recruitment process for apprentices adheres to the Trust's equal opportunities policy and safer recruitment procedures. Vacancies will be advertised both internally and externally to attract a diverse range of candidates. All applicants must have the legal right to work in the UK, and where necessary, apprentices will be subject to DBS checks to ensure compliance with safeguarding requirements. We are committed to supporting applicants with disabilities or learning difficulties by providing reasonable adjustments throughout the recruitment process.

## 10. APPRENTICESHIP AGREEMENT

Before commencing their role, all apprentices must sign an apprenticeship agreement, which outlines their responsibilities, training commitments, and terms of employment. This agreement is in accordance with the ESFA template and ensures transparency between the employer, apprentice, and training provider. Additionally, all successful applicants must sign and agree to the Trust's Betting Ban Policy, acknowledging their commitment to complying with the stated terms.

## 11. TRAINING AND DEVELOPMENT

Apprentices are provided with a structured training plan that includes both on-the-job and off-the-job training. Practical, work-based experience is complemented by a minimum of six hours per week or 20% of their working time dedicated to training outside of regular job duties. This ensures a comprehensive learning experience that enables apprentices to develop relevant skills and knowledge required for their role.

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## 12. MONITORING AND SUPPORT

Throughout the apprenticeship, regular progress reviews will be conducted to assess development, provide constructive feedback, and address any concerns. Line managers play a key role in ensuring that apprentices receive the necessary support to succeed in their training. Additionally, each apprentice will be assigned a mentor who will offer guidance, encouragement, and professional insight.

## 13. ASSESSMENT AND CERTIFICATION

At the conclusion of the apprenticeship, apprentices must complete an end-point assessment, which evaluates their competency based on the skills, knowledge, and behaviours outlined in their apprenticeship standard. Upon successful completion, apprentices will receive an industry-recognised certification, formally recognising their achievements.

## 14. EQUALITY AND DIVERSITY

The People's Learning Trust is committed to ensuring that all apprenticeship opportunities are accessible to individuals regardless of background, promoting a diverse and inclusive workforce. Discriminatory practices are not tolerated, and apprenticeships will be offered on a fair and equal basis.

## 15. REVIEW OF POLICY

This policy will be reviewed biennially to ensure compliance with current legislation and alignment with the trust's strategic objectives. Any necessary amendments will be made to reflect changes in legislation, funding rules, or operational requirements, ensuring the continued success of our apprenticeship program.

# APPRENTICESHIP POLICY



## 16. APPENDIX 1 – APPRENTICESHIP APPLICATION FORM

### The People's Learning Trust

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#### 1. Personal Details

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

#### 2. Employment and Education History

##### Current Employment Status (if applicable):

Are you currently employed? (Yes/No) \_\_\_\_\_

If yes, please provide details of your current employer:

Employer Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Start Date: \_\_\_\_\_

##### Education and Qualifications:

Please provide details of your highest level of education and any relevant qualifications:

Institution Name: \_\_\_\_\_

Qualification Achieved: \_\_\_\_\_

Grade (if applicable): \_\_\_\_\_

# APPRENTICESHIP POLICY



Year Completed: \_\_\_\_\_

## 3. Apprenticeship Programme Application

**Apprenticeship Role Applied For:**

\_\_\_\_\_

**Why are you interested in this apprenticeship?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What skills and experience do you have that make you suitable for this apprenticeship?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Do you have any previous experience relevant to this apprenticeship? (Include work experience, voluntary work, or personal projects)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 4. Supporting Information

**Do you have any additional learning needs, disabilities, or health conditions that we should be aware of? (Yes/No) \_\_\_\_\_**

If yes, please provide details: \_\_\_\_\_

\_\_\_\_\_

**Do you require any reasonable adjustments for the recruitment process or during the apprenticeship? (Yes/No) \_\_\_\_\_**

If yes, please provide details: \_\_\_\_\_

\_\_\_\_\_



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**5. References** Please provide details of two referees (one should be a current or previous employer or teacher):

**Referee 1:**

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Company/Institution: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Referee 2:**

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Company/Institution: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**6. Declaration and Agreement**

I confirm that the information provided in this application is accurate and complete to the best of my knowledge. I understand that any false statements or omissions may result in my application being rejected or my apprenticeship being terminated.

I agree to comply with The People's Learning Trust's policies and procedures, including the Apprenticeship Policy and the Betting Ban Policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## FOR OFFICE USE ONLY

Application Received Date: \_\_\_\_\_

Interview Date (if applicable): \_\_\_\_\_

Outcome: \_\_\_\_\_

Comments: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

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