



Apprenticeship Policy & Procedure

New Policy: September 2022 v 1.0

Vision and Values	3
Purpose	3
General Principles	3
Equal Opportunities	4
Responsibilities	4
Employees	4
Line Managers	4
Staff Development Officer	5
HR and School Business Managers	6
The purpose of an apprenticeship	6
Who can apply for an apprenticeship	7
How is an apprenticeship funded	7
Externally recruited apprentices	7
Existing workforce development	8
Apprenticeship agreement	8
Training and Qualifications	9
Training Records	9
Contribution towards course fees and study leave	9
Review	9

Document Control

Changes History

Version	Date	Amended by	Recipients	Purpose
1.0	September 2022	New Policy	All Plymouth CAST Employees	New policy

Approvals

This policy requires the following approvals:

Board	Chair	CEO	Date Approved	Version	Date for Review
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	22nd January 2022	1.0	January 2024

National/Local Policy

☐ This policy must be localised by Academies

☒ This policy must not be changed, it is a CAST/National Policy (only change logo, contact details and any yellow highlights)

Position with the Unions

Does the policy require consultation with the National Unions under our recognition agreement? ☒

Yes ☐ No ☐ If yes, the policy status is: ☒ Consulted and Approved ☐ Consulted and Not Approved

☐ Awaiting Consultation

Distribution

This document has been distributed to:

Position	Date	Version
All CAST Central employees, CAST Headteacher, CAST Directors, JCC	September 2022	1.0

1. Vision and Values

- 1.1.** Plymouth CAST is a multi-academy trust of Catholic schools which is part of the mission of the Catholic Church dedicated to human flourishing and the building of a kingdom of peace, truth and justice. The Trust is to be conducted in all aspects in accordance with canon law and the teachings of the Roman Catholic Church and at all times to serve as a witness to the Catholic faith in Our Lord Jesus Christ.
- 1.2.** Our vision and values are derived from our identity as a Catholic Trust. Central to our vision is the dignity of the human person, especially the most vulnerable. Our academies are dedicated to providing an education and formation where all our pupils and young people flourish in a safe, nurturing, enriching environment. All governors in our academies are expected to be familiar with the vision, mission, values and principles of the Trust and not in any way to undermine them. They should support and promote the vision and conduct themselves at all times in school and on school business according to the vision and principles of the Trust
- 1.3.** Plymouth CAST expects all its employees to recognise their obligations to each school within the Multi-Academy Trust, the public, pupils and other employees and to provide consistently high standards of education and performance at all times and in accordance with Plymouth CAST's vision, mission and principles.

2. Purpose

- 2.1.** Plymouth CAST are committed to developing its workforce. Apprenticeships are a way to ensure we develop existing and newly recruited staff to a national standard, whilst maximising the funding and training provisions available. A collaborative approach will ensure apprentices gain transferable skills to benefit our schools across the Trust.
- 2.2.** The purpose of this policy is to outline the position on apprenticeships for new and existing staff, and to provide clear guidance for managers and apprentices.
- 2.3.** This policy applies to all individuals who apply for and are recruited onto apprenticeship posts or existing staff undertaking a recognised apprenticeship.
- 2.4.** Schools should consider apprenticeships as part of strategic workforce planning, promoting a diverse and inclusive workforce and supporting recruitment and retention more widely.

3. General Principles

- 3.1.** External apprentices should be recruited in line with the Plymouth CAST safer recruitment policy and procedure.
- 3.2.** For new apprenticeships the Staff Authorisation Process should be adhered to.
- 3.3.** Apprentices will complete assignments and other work in a timely manner and in relation to the requirements of the training provider.

- 3.4. Apprentices will meet the requirements of their apprenticeship agreement, failure to do so will result in termination of the agreement.
- 3.5. All employees will be treated fairly and consistently in the application of this policy.
- 3.6. Employees will sign an apprenticeship agreement.
- 3.7. Seek support and guidance from HR / school business managers as appropriate

4. Equal Opportunities

- 4.1. There will be equality of access to apprenticeships for all staff within the Trust. No member of staff will be treated less favourably than another, including part time workers. Involvement in staff apprenticeships will be determined only by personal merit, performance and by the application of the appropriate criteria.
- 4.2. The apprenticeship policy must always be applied fairly and in accordance with the Plymouth CAST Equal Opportunities Policy including the duty to make reasonable adjustments to training agreements for disabled employees.

5. Responsibilities

5.1. Employees

- Employees will adhere to Plymouth CAST's policies and procedures and their formal apprenticeship agreement.
- Employees are responsible for completing the apprenticeship and meeting deadlines for work plan submissions, meeting regularly with their assessor. Failure to achieve the requirements of the apprenticeship programme deadlines and meet performance targets will be managed in line with the relevant Trust policies or processes.
- Employees are responsible for maintaining a log of 20% off the job training/learning activities.
- Where appropriate the employee is responsible for contacting the assessor to arrange meetings between the assessor and their line manager to record progress in portfolios.
- Employees are responsible for ensuring they attend timetabled classes regularly and on time, notifying their line manager/Tutor if they are unable to attend class.

5.2. Line Managers

- Line managers are responsible for collaborating with the Trust Staff Development Officer to identify suitable roles for apprenticeships

- Line Managers are responsible for supporting the practical work experience element of the apprenticeship framework.
- Line Managers are responsible for ensuring apprentices receive high quality and appropriate training and support within the workplace.
- Line Managers are responsible for ensuring employees undertaking an apprenticeship are released to attend off the job learning as required to ensure they meet the required standards of the framework.
- Line Managers will have regular meetings with employees undertaking an apprenticeship and their tutor to review individual progress and agree targets.
- Line Managers are responsible for supporting apprentices in securing permanent employment on successful completion of their framework.
- Line managers will inform and seek advice from the Staff Development Officer and HR if an apprentice is unable to complete their academic work or work-based components of an apprenticeship programme.
- Line Managers will liaise with their School Business Manager, HR and the Staff Development Officer if there are competency, performance or other issues that arise during an apprenticeship contract.
- Line managers are responsible for ensuring apprentices receive the appropriate induction in line with the Plymouth CAST Induction and Probation policy and procedure.
- Line managers will ensure a learning agreement is in place.

6. Staff Development Officer

- The Staff Development Officer will lead and manage apprenticeship programmes on behalf of the Trust.
- The Staff Development Officer will inform the Trust of any developments to national and existing frameworks.
- The Staff Development Officer will with the support of line managers promote the value of apprenticeships as development opportunities across the Trust.
- The Staff Development Officer will monitor recruitment against targets and report as required.
- The Staff Development Officer is responsible for assisting line managers with advice and guidance on which apprenticeship is suitable for the post.

- The Staff Development Officer will collaborate with line managers in the identification of suitable posts for an apprenticeship programme.
- The Staff Development Officer is responsible for identifying and commissioning high quality training providers to deliver Trust apprenticeship programmes.
- The Staff Development Officer is responsible for liaising with the training provider on behalf of the line manager, confirming course funding and arranging to provide the trainer with the apprentice contact details to enable them to commence enrolment.
- The Staff Development Officer is responsible for providing information and guidance for managers and apprentices, monitoring completion and success of apprenticeships.
- The Staff Development Officer will ensure a level of quality assurance with training providers and follow up any issues with delivery or assessment.

6.2. HR and School Business Managers

- Advising managers in the application of this policy and attending meetings as required by the policy.

7. The purpose of an apprenticeship

- 7.1. Apprentices are a great way for schools to improve the skills base of their employees. Apprenticeships can be used to provide training that is tailored to the needs and requirements of each school with learning in the workplace as well as through formal training, to minimise disruption and maximise impact.
- 7.2. For the purposes of this policy an apprentice is either:
 - A fixed term contract that provides new recruits an opportunity to develop skills and competencies in specific areas.
 - An opportunity for career development for existing employees who wish to undertake formal qualifications through the apprenticeship route.
- 7.3. The purpose of an apprenticeship is to provide the apprentice with new skills and knowledge to undertake a specific job (i.e working with pupil premium children), to retrain or advance practice.
- 7.4. It should be a school's objective to recruit and develop apprentices who will ideally continue their employment, following completion of the apprenticeship programme.
- 7.5. The key element of an apprenticeship programme is to combine work-based learning with the achievement of formal qualifications.

8. Who can apply for an apprenticeship

- 8.1. Apprenticeships are available to anyone aged 16 years and over, who live in England, who are not in full time education.

9. How is an apprenticeship funded

- 9.1. The training element of an apprenticeship is funded from the central government through the apprenticeship levy. The amount of funding provided is variable depending on the framework and level of apprenticeship being undertaken. Further details can be obtained from the Plymouth CAST Staff Development Officer.

- 9.2. Costs to the School are those similar to any other employee which include:

- Salary and other related contributions
- To provide employees time to support the apprentice in the workplace and to take an active part in any review sessions.
- Time out of the workplace to allow the apprentice to attend formal training or events where their presence is required elsewhere.
- Any additional costs for equipment such as tool kits, safety items etc.

10. Externally recruited apprentices

- 10.1. Apprentices will be recruited in line with the Plymouth CAST Safer Recruitment & Selection Policy and Procedure.
- 10.2. Should an opportunity arise for a new apprenticeship within the Trust, line managers should collaborate with the Staff Development Officer, their School Business Manager and HR to create a job description and person specification before this is advertised.
- 10.3. All apprentices will be issued with an apprentice agreement, which ensures their rights as an apprentice are protected.
- 10.4. Apprentices should be employed on a fixed term contract for the duration of their apprenticeship. This must be no shorter than one year and ideally no less than 30 hours per week.
- 10.5. After a fixed term apprentice successfully completes their apprenticeship but where there is no substantive role, they should be redeployed to other suitable roles within the School or Trust where possible, in accordance with the Plymouth CAST Fixed Term and Temporary Contract Policy.

- 10.6. Terms and conditions in relation to pay will be in accordance with the current government guidance.
- 10.7. Where a substantive post is available for the position the apprentice has been training for, they should be offered the post as long as the following performance measures have been met:
- The apprentice must have passed their apprenticeship training within the allocated time.
 - Consideration will be made if the apprentice is being managed under capability, disciplinary or absence management.

11. Existing workforce development

- 11.1. Internal apprentices will be identified based on development needs agreed between the line manager and employee. This is subject to manager discretion and the need of the Trust. Learning may be prioritised for areas where skills shortages are identified or succession planning, meaning not all requests may be met.
- 11.2. Apprenticeships should be considered where possible as the preferred option when developing existing staff skills and preparing them for future roles and the needs of the Trust.
- 11.3. Existing staff applying for apprenticeship training must have sufficient time remaining on their contract, and number of hours contracted per week, to complete the qualifications.
- 11.4. Existing employees wishing to undertake an apprenticeship will commit to the timeframe of their course. An early exit will result in the termination of the apprenticeship agreement.
- 11.5. Existing employees will retain their existing terms and conditions relating to their employment, including retaining their existing rate of pay.

12. Apprenticeship agreement

- 12.1. Line Managers must ensure an apprenticeship agreement (issued by the Training Provider) is in place for employees wishing to undertake a course.
- 12.2. All apprentices are expected to sign an apprenticeship agreement. This sets out the role and responsibilities of the apprentice, the Trust as their employer and any provider organisation assisting in the delivery of the apprentice.
- 12.3. Agreements are fixed for the duration of the apprenticeship. The length of the agreement must provide the employee with enough time to complete their course and take into account mixed learning abilities.

- 12.4. Extensions to agreements can be considered under special circumstances to enable employees to complete their framework. This will need to be under the agreement of the line manager and training provider.

13. Training and Qualifications

- 13.1. All new apprentices will be required to complete all mandatory training in accordance with the Plymouth CAST Training and CPD Policy, in addition to their apprenticeship.
- 13.2. Apprentices must spend at least 20% of their time on off-the job training. This must be directly relevant to the National Apprenticeship Framework or Standard.

14. Training Records

- 14.1. It is essential that records are kept of all training.
- 14.2. Retention of training records should be held in accordance with the Plymouth CAST document retention guidelines.

15. Contribution towards course fees and study leave

- 15.1. For information relating to course and professional membership fees please refer to the Plymouth CAST Staff Expenses and Benefits Policy.
- 15.2. For information relating to study leave, please refer to the Plymouth CAST Special Leave Policy.
- 15.3. For information relating to the repayment of courses please refer to the Plymouth CAST Staff Expenses and Benefits Policy.

16. Review

- 16.1. The content of this policy and procedure may be subject to revision from time to time following consultation with the recognised trade unions.
- 16.2. History of changes

Date	Page	Details of the change	Agreed by
22/07/22	4	4.1 Added 'including part time workers' for clarification.	SELT/JCC/Board of Directors
22/07/22	5	6.0 Bullet Point 7- Added 'high quality'	SELT/JCC/Board of Directors

22/07/22	6	7.3 Added (i.e working with pupil premium children)	SELT/JCC/Board of Directors
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Policy to be reviewed by the Plymouth CAST Board in consultation with the JCC in (date) or when legislation changes or operational reasons arise.