



# The STAR Multi Academy Trust

## APPRENTICESHIP POLICY

Approved by the Trust Board	12 January 2023
Review Date	January 2026

## **1. Introduction**

This Policy sets out the Framework for how apprenticeships are managed and operated for all schools within the STAR Multi Academy Trust.

## **2. Background**

The apprenticeship levy, which came into force through the Finance Act 2016, requires all employers operating in the UK with a pay bill of over £3 million each year to invest in apprenticeships. The total pay bill of all schools within the Trust is added together. This determines that the Trust pay bill is over £3million. The levy is 0.5% of the pay bill with an allowance of £15,000 offset against this payment.

The Trust operates with one PAYE reference and therefore the Trust is effectively classed as a single employer when calculating the apprentice levy and therefore is entitled to one £15,000 allowance.

The apprenticeship levy funding is accessed through a digital services apprenticeship account. Funds will expire 24 months after they enter our apprenticeship service account unless they are spent on apprenticeship training with a training provider. Whenever a payment is taken from the account, the service automatically uses the funds that entered the account first.

## **3. How it operates**

The apprenticeship scheme is operated and managed by the Trust Central Team, however the school will still be responsible for managing the apprentice who is in post at the school, or the member of staff who is accessing the CPD apprenticeship training.

A School must contact the Chief Operating Officer, in the first instance, if they would like to appoint an apprentice or are looking to offer CPD training for an existing member of staff, which could be funded through the Apprenticeship Levy.

The Chief Operating Officer will require the details of the training provider and the training costs to check if there are funds available to pay for the training and assessment in the in the Trust levy account.

All submitted requests to access the levy will be discussed at the Finance Audit and Risk (FAR) committee on a termly basis. Use of the apprenticeship levy can be approved by the CEO, however where there are more requests than funding available the decision will lie with the FAR committee on how the funding should be used. With this regard, any application for use of the Levy can take several weeks to process.

The school will still be responsible for funding the wages and any other associated costs that cannot be funded from the actual Levy.

There will be one Digital Apprenticeship Service Account for all the schools in the Trust, managed by the Trust Central Team. The levy will be taken by HMRC via payroll from each school's PAYE budget.

#### **4. Selecting a Training Provider**

Schools can select a training provider from the [Register of apprenticeship training providers \(ROATP\)](#) and agree a total price for the cost of training and assessment. For an apprenticeship standard this should include the cost of the end-point assessment which must be agreed with the provider selected from the Register of end-point assessment organisations.

Funding for all elements of each apprenticeship will be routed through a single provider who must directly deliver some of the apprenticeship training and/or on-programme assessment associated with the apprenticeship programme.

The School must provide the Chief Operating Officer with the price and the contract from the provider of the apprenticeship to ensure the contract meets the funding rules criteria of being eligible to be paid from the Apprenticeship Levy and to be entered on to the Digital Apprenticeship Services Account.

#### **5. Apprenticeship Funding Rules**

The apprenticeship must last for at least one year, or more if specified in the apprenticeship standard or framework. The minimum duration of each apprenticeship is based on the apprentice working 30 hours a week or more, including any off-the-job training they undertake which must be at least 20% of their time.

The full list of funding rules can be read here: [Apprenticeship funding rules and guidance for employers](#)

#### **6. Digital Apprenticeship Service Account**

The Trust is responsible for recording the required details of the apprenticeship in the account. This will be managed by the Chief Operating Officer. The Trust can give the provider permission to enter this information on their behalf, but will need to authorise the apprentice details so they can use the digital funds to pay for that apprenticeship.

#### **7. Monitoring**

The FAR Committee will have delegated responsibility for monitoring the Apprenticeship Levy, to ensure it is being spent in accordance with the funding rules and that best value is being achieved from the levy fund.

A report will go to the FAR Committee, showing the budget, expenditure, and detail of qualifications being progressed including the detail of what training has been taken to date and what is being planned for the future.