



Apprenticeship Levy Policy

Date Published	1st September 2017
Version	2
Last Approved Date	October 2023
Review Cycle	Biennial
Next Review Date	October 2025

“Learning together, to be the best we can be”

1. Aims

- 1.1. This policy sets out the framework for how apprenticeships are managed and operated for all academies within Nexus Multi Academy Trust.
- 1.2. This policy aims to ensure that the Multi Academy Trusts funds are used in accordance with the law and Academy Trust Handbook.
- 1.3. The Trust will ensure the [apprenticeship funding rules](#) are met and that value for money (economy, efficiency and effectiveness) is achieved.

2. Introduction

- 2.1. From April 2017, the Government introduced an initiative where larger employers have to pay [a levy](#) towards investing in training for apprentices.
- 2.2. 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.
- 2.3. The levy is 0.5% of the pay bill, with an allowance offset against this payment. The levy is taken by HMRC via payroll each month.
- 2.4. The apprenticeship levy funding is accessed through a Government Digital Apprenticeship Service (DAS) account. This allows employers to access available funding for apprenticeship training, manage apprenticeship providers and candidates.
- 2.5. Funds in the apprenticeship levy expire every 24 months unless they are spent on apprenticeship training with a registered provider.

3. Background

- 3.1. As the Trust is required to operate with one PAYE reference, the Trust is effectively classed as a single employer for calculating the apprenticeship levy, and is therefore entitled to one allowance.
- 3.2. The total pay bill of all academies within the Trust is added together, determining that the Trust pay bill meets the threshold.
- 3.3. There is one DAS account for all academies in the Trust, managed by the Central Trust.

- 3.4. The Trust utilises the apprenticeship levy to support in the training of new apprentices and for current staff members to access continuing professional development (CPD).
- 3.5. The “find an apprenticeship” service is in operation for candidates interested in applying for an apprenticeship position.
- 3.6. The Chief Finance Officer has responsibility for monitoring the apprenticeship levy, to ensure it is being spent in accordance to funding rules and that best value is being achieved from the levy fund. The Chief Finance Officer must, in turn, assure Directors and the accounting officer of compliance.

4. Apprenticeship Funding Rules

- 4.1. The apprenticeship funding rules provide full details of the apprenticeship levy operations and funding arrangements
- 4.2. We can only use funds in our apprenticeship service account to pay for apprenticeship training and assessment for apprentices who are based in England and up to the [funding band maximum](#) for that apprenticeship.
- 4.3. Apprenticeships must last for at least 12 months, or more if specified in the apprenticeship standard or framework.
- 4.4. The minimum duration of an apprenticeship is based on the apprentice working 30 hours per week or more, including a requirement for off-the-job training to undertake at 20% of that time.
- 4.5. We cannot use funds in our account to pay for other costs associated with our apprentices (such as wages, statutory licenses to practice, travel and subsidiary costs, work placement programmes or the setting up of an apprenticeship programme).
- 4.6. There must be a genuine job available during the apprenticeship. The apprentice must have a contract of employment which is long enough for them to complete the apprenticeship successfully.
- 4.7. The apprentice must have a job role which provides the opportunity for them to gain the knowledge, skills and behaviors needed to achieve the apprenticeship, with appropriate support from the organisation.
- 4.8. When the apprenticeship is achieved the apprentices can remain with the Trust/Academy where a job opportunity exists.

5. How Nexus MAT spends funds in our account

- 5.1. The apprenticeship scheme is operated and managed by the Central Trust Team.
- 5.2. The academy hosting the apprentice is responsible for managing the apprentice who is in post, or the staff member who is accessing apprenticeship training.
- 5.3. To request a new apprentice, or to offer an existing member of staff CPD training which is accredited as an apprenticeship, Headteachers or their nominated person must contact the Trust HR Department to complete a request form.
- 5.4. Request forms must be completed by a member of the senior leadership team and submitted to the HR Department via email to hr-enquiries@nexusmat.org.
- 5.5. The Central Trust Team will assess if there are funds available to pay for the training in the Trust Apprenticeship Levy account.
- 5.6. All submitted requests to access the levy will be approved by the Chief Executive Officer, who will decide on how the funding should be used and allocated.
- 5.7. There may be times where there are more requests than funds available in the levy. In this regard, an application for use of the levy may take several weeks to process.
- 5.8. If the costs of training and assessment go over the levy budget, the school will need to pay the contribution cost with other funds from their delegated budget.
- 5.10 The hosting academy will be responsible for funding the salary and any other associated employment costs.
- 5.11 Apprentices must be an employee on the first day of their apprenticeship and - as a minimum - paid the appropriate wage consistent with employment law.
- 5.12 Academies must undertake all pre-employment checks on the apprentice as per the Recruitment Policy.

6. Training Providers

- 6.1 The Nexus Procurement Policy is adhered to when selecting training providers to assess value for money (economy, efficiency and effectiveness).
- 6.2 All training providers must be published on the register of apprenticeship training providers.

- 6.3 A total price must be agreed with the training provider for each apprenticeship, which includes the costs of training and assessment. For policy standards, this must include the cost of the end-point assessment which must be agreed with the provider selected from the register of end-point assessment organisations
- 6.4 The Trust is responsible for recording the required details of the apprenticeship in the account. The Trust can also give the training provider permission to enter information on their behalf, but need to authorise the apprentice details so they can use the digital funds to pay for that apprenticeship.
- 6.5 The Trust will complete any documentation required with training providers such as commitment statements and contracts.

7. Links to Continuing Professional Development (CPD)

- 7.1. Individual staff members or leaders wishing to undertake any CPD delivered through an apprenticeship should discuss this with their Line Manager/Headteacher in the first instance with a view to making a formal request.

8. Monitoring and Review

- 8.1. The Trust and our schools are committed to ensuring apprentices are provided with the best opportunity for participants to succeed in their role.
- 8.2. Each apprentice will have an assigned Line Manager/Mentor who is responsible for ensuring frequent performance reviews, in line with Trust Policy, and expectations of the training provider and/or end point assessors.
- 8.3. If there are any concerns that an apprentice may not be successful at any stage of the programme Line Managers/Mentors must escalate this to senior leaders at the earliest opportunity.
- 8.4. Headteachers have responsibility for the management of school-level resources and therefore they are responsible for implementing their local approach to the Apprenticeship Levy in line with this policy.