

12th June 2019

	For Action	For Information	Meeting
To: Headteachers of All Schools	✓	✓	
Copies to: Chair of Governors Business Managers and Bursars	✓	✓	

Dear Colleague,

School Apprenticeship Update: Summer 2019

School Apprenticeship Levy Charges

The Schools Finance team is currently calculating the payment due from schools who contribute towards the apprenticeship levy which is paid on their behalf by the County Council. It is planned for a Headteachers letter to be sent in early July, confirming the amount for each school.

Post Graduate Teacher Apprenticeship – Delayed Start

The University of Chichester has decided to delay the start of their post graduate Teacher apprenticeship programme until September 2019. Those this impacts upon have been informed. If your school would like to find out more about this apprenticeship programme which can recruit a teacher or train an existing employee who holds a first degree, then please contact me.

Other Apprenticeships of Interest to Schools

Some new apprenticeship standards relevant to schools have been approved and will be available soon. These apprenticeships will be fully funded by the Council's digital apprenticeship account:

Apprenticeship	How it is being used in Schools	Current Status
Career Development Professional Level 6	The degree qualification required by Career Advisers in schools. This has been approved very recently and training providers are to be confirmed	Collating demand prior to procurement
Creative Venue Technician Level 3	Secondary schools to support their drama and music areas and to work with school productions	Out to Tender
Early Years Educator Level 3	In school nurseries and reception years in primary schools. ICT functional skills are not required in this new apprenticeship standard	HIT Training will deliver from June 2019
Landscape and	For Grounds staff and potential to offer	Chichester College

Apprenticeship	How it is being used in Schools	Current Status
Horticulture Operative Level 2/ Supervisor Level 3	as an apprenticeship contract for a new recruit	will deliver from September 2019
Learning Mentor Level 3	For existing employees: Learning mentors, Teaching Assistants working one to one with learners, Learning Support Assistants	Out to Tender
Network Engineer Level 4	Professional Development for existing ICT staff or a progression route for IT Apprentices who finish their level 3 Infrastructure Technician	Out to Tender
Facilities Manager Level 4	For existing Premises Managers/ Deputy Managers or those who complete the Facilities Management Supervisor apprenticeship	Collating demand prior to procurement

Direct Contact from Apprenticeship Training Providers

HIT Training has started calling schools in the county to let them know more about their delivery of the Early Years and Facilities Management apprenticeships which they have a contract for. Please do not be concerned if they call you. If your school does not employ Early Years or Facilities staff if you can just let them know this it would be helpful as they can update their records.

Creative Process may also contact you to discuss how the [Digital Marketer](#) apprenticeship they have a contract to deliver will help your school become digitally savvy. The apprenticeship can help schools with their use of social media and other digital marketing tools and potentially attract income.

Attendance at Heads and Business Manager Meetings

I have attended several Heads and Business Managers meetings to inform on how the apprenticeship system works in schools. If your area would benefit from my input, please do not hesitate to contact me.

For full information about apprenticeships, please access the apprenticeship resource page on West Sussex Services for Schools or contact me direct via apprenticeships@westsussex.gov.uk or 0330 22 22437.

Yours sincerely,

ELIZABETH FLEGG

Schools Apprenticeship Consultant